



**AR220 - Managing Customer Billing, Receivables and
Customer Payments - Circuit Court**

Last Revised: August 2013

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Table of Contents

| | |
|---|----------|
| AR220 | 1 |
| AR220 Managing Customer Billing, Receivables and Customer Payments - Circuit Court | 1 |
| Course Audience and Prerequisites | 1 |
| Lesson 1: Reviewing GEARS Billing and Accounts Receivable Concepts | 2 |
| 1.1 Reviewing Accounts Receivable and Billing Integration Points | 2 |
| 1.2 Understanding Order-to-Cash Business Units | 4 |
| 1.3 Understanding Customers | 4 |
| 1.4 Understanding Billing | 10 |
| 1.5 Understanding Deposits and Payments | 19 |
| Lesson 2: Understanding Key Order-to-Cash System Processes | 27 |
| 2.1 Understanding the BUS Interface and the Staging Approval Page | 28 |
| 2.2 Understanding the Billing Interface | 31 |
| 2.3 Understanding Revenue Allocation | 33 |
| 2.4 Understanding Single Action Invoicing | 41 |
| 2.5 Understanding the Receivable Update (ARUPDATE) Process | 43 |
| Lesson 3: Processing Cash Register Transactions from the BUS Interface | 49 |
| 3.1 Running the BUS Interface to Billing (Detail Side of Transaction) | 50 |
| 3.1.1 Entering the Treasury Code on Staging Approval Page | 50 |
| 3.1.2 Running the Billing Interface | 58 |
| 3.1.3 Running the FAR Report, Verify Revenue Allocation | 64 |
| 3.1.4 Adjusting Revenue Allocation by Bill Line | 72 |
| 3.1.5 Changing the Status of Bills | 83 |
| 3.1.6 Running the Single Action Invoice Process | 92 |
| 3.2 Processing BUS Exceptions | 102 |
| 3.2.1 Entering the Invoice | 103 |
| 3.2.2 Running the Single Action Invoice Process | 110 |
| Lesson 4: Processing Bad Checks | 119 |
| 4.1 Billing a Customer for Bad Check Charges (Non-Case Related) | 120 |
| 4.1.1 Identifying the Original Bill | 120 |
| 4.1.2 Creating a Customer | 124 |
| 4.1.3 Crediting the Original Invoice | 132 |
| 4.1.4 Running the Single Action Invoice Process | 136 |
| 4.1.5 Rebilling an Invoice | 145 |
| 4.1.6 Canceling the Invoice | 155 |
| 4.2 Billing a Customer for Bad Checks (Case Related) | 158 |
| 4.2.1 Identifying the Original Bill | 159 |
| 4.2.2 Crediting the Original Invoice | 162 |
| Lesson 5 Processing Local Revenue Disbursements | 165 |
| 5.1 Running Local Revenue Disbursements Process | 166 |
| 5.2 Running the Billing Interface | 171 |
| 5.3 Reviewing Bills | 180 |
| 5.4 Entering the Interest Invoice | 186 |
| 5.5 Updating Invoice Status to Ready | 195 |
| 5.6 Running the Single Action Invoice Process | 203 |
| 5.7 Running the AR Update | 219 |
| 5.8 Reviewing Individual Customer Accounts | 223 |
| 5.9 Reviewing Multiple Customer Accounts | 228 |
| 5.10 Creating a Refund Worksheet | 236 |
| 5.11 Verifying Customer's Account | 246 |
| 5.12 Loading to Accounts Payable for Voucher Creation | 252 |
| Lesson 6: Processing Revenue Refunds | 257 |
| 6.1 Processing Revenue Refunds | 258 |
| Course Summary | 269 |

AR220

AR220 Managing Customer Billing, Receivables and Customer Payments - Circuit Court

Course Overview

Cash register transactions are transmitted into GEARS via the bus interface for local accounting - Circuit Court and District Court. These transactions are processed in the Billing and Accounts Receivable modules in GEARS.

The GEARS Billing and Accounts Receivable modules help you plan, manage, and track the Judiciary's revenue and billing activities related to cash register transactions.

This course discusses processing of cash register transactions in GEARS for the following types of transactions for Circuit Court. You can record revenue allocation and customer payments, and process local accounting revenue transactions such as bad checks. Assigned GEARS users can:

- Record revenue allocation and customer payments
- Process local accounting revenue transactions
- Local revenue disbursements
- Generate the Fund Allocation Report (FAR)
- Revenue Allocation Adjustments
- Bad Checks (Circuit Court)

Course Outline

The following sections and lessons provide step-by-step instructions on processing revenue allocation and payment recording for Circuit Court cash register transactions in GEARS.

- Course Audiences and Prerequisites
- Lesson 1: Reviewing GEARS Billing and Accounts Receivable Processes
- Lesson 2: Understanding Key Order-To-Cash System Processes
- Lesson 3: Processing Cash Register Transactions from the BUS Interface
- Lesson 4: Processing Bad Checks
- Lesson 5: Processing Local Revenue Disbursements
- Course Summary

Course Audience and Prerequisites

Audience(s):

The Judiciary audiences for this course are:

- Circuit Court

GEARS Role(s):

This course is intended for Judiciary employees with the following GEARS role(s):

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



- BI Customer Maintenance
- BI Specialist
- AR Specialist

Prerequisites:

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- AR100 Understanding GEARS Billing and Accounts Receivable Processes

Lesson 1: Reviewing GEARS Billing and Accounts Receivable Concepts

Lesson Overview

In this lesson, you will review fundamentals of the Billing and Accounts Receivable modules in GEARS related to the Order-to-Cash (OTC) business processes.

Lesson Objectives

After completing this lesson, you should be able to understand the following concepts and how they fit into the OTC business processes:

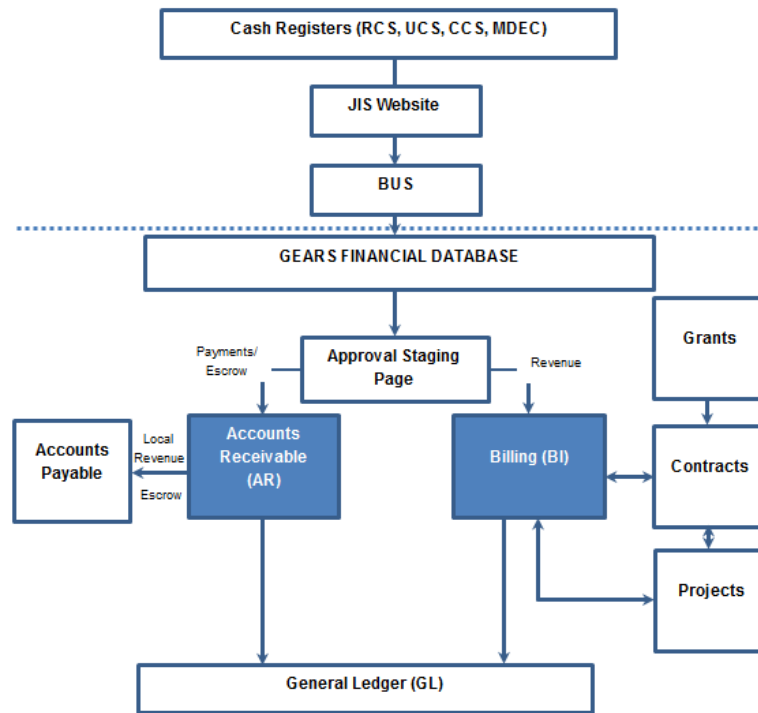
- Billing and Accounts Receivable Integration Points
- OTC Business Units
- OTC Customers
- Bills and Bill Lines
- Deposits

1.1 Reviewing Accounts Receivable and Billing Integration Points

After completing this topic, you will be familiar with:

- The components of the GEARS Billing and Accounts Receivable modules and how these modules integrate with other GEARS modules

The diagram below highlights the billing and accounts receivable integration overview.



Cash Register / JIS Website / BUS – Cash register transactions process outside of GEARs.

Approval Staging Page – The Approval Staging Page will display a summary of all transactions for a given date by Batch County, District and Location level.

Billing – Billing sends pending items (bills that need to be paid) to Accounts Receivable.

Accounts Receivable – In Accounts Receivable, payments are applied to the pending items or bills.

Project Costing, Contracts, and Grants - The Grants module integrates with Project Costing and Contracts. All payments owed to the Judiciary from Federal Sponsors are calculated in Contracts and is recorded as a bill in GEARs Billing.

Accounts Payable – When you are distributing local revenue refund and return of escrow payments to customers, Accounts Receivable sends these refund transactions to Accounts Payable for vendor payment (NOTE: when receiving refunds, Customers become Vendors).

General Ledger – The GEARs Receivables module sends accounting entries created from the bills (invoices) to GEARs General Ledger. The GEARs Billing module sends a listing of all accounting entries that are created for invoices to General Ledger.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



1.2 Understanding Order-to-Cash Business Units

After completing this topic, you will be familiar with:

- GEARS Order-to-Cash (OTC) business units
- How business units are used to process Judiciary Billing and Accounts Receivable transactions

Business Units

In GEARS, a business unit represents a collection of transactions. Each GEARS module (General Ledger, Accounts Receivable, Billing, Accounts Payable, etc.) has its own business unit structure. For OTC specifically, a business unit represents a collection of invoices while a receivable business unit represents a collection of customer balances. The Billing and Accounts Receivable business units are configured to use the same value (represented as "JUDXX" where "XX" represents the batch agency).

In GEARS Billing and Accounts Receivable modules, there are several categories of business units for District Court to use:

- Judiciary
- District Courts
- Traffic Processing Center

A description of each business unit type is provided in the table below.

| OTC Business Unit | Description |
|---------------------------|--|
| Judiciary | Also known as "MDJUD". This business unit is the default business unit which is used to track all accounting entries in the General Ledger. This business unit is also known as the "Business Unit GL" on some Billing and Accounts Receivable pages. Accounts Payable also defines an "MDJUD" business unit to track payable obligations that interact with the State. |
| Circuit Court | There are twenty-four (24) business units defined to track the revenue and payment activity for each circuit court (24). Each business unit is defined as "JUDXX", where the "XX" represents the Judiciary batch agency. For example, "JUD06" represents Carroll County Circuit Court. |
| Traffic Processing Center | One (1) business unit ("JUD77") is defined to track the revenue and payment activity for the Traffic Processing Center. |

1.3 Understanding Customers

In GEARS, a customer generally represents an individual or entity that has a debt to be paid to the Judiciary. GEARS defines these customers as "Bill To" customers to reflect that they may be invoiced or hold a balance that requires attention.

After completing this topic, you will be familiar with:

-

the definition of a customer in GEARS

-

the pages used to enter/update and maintain customers in GEARS

Reviewing Customer Types

Every transaction within Order-to-Cash (OTC) requires a business unit and a customer, both of which must be defined prior to entering the transaction. Some of the main reasons the Judiciary uses to create customers in GEARS include: (1) re-billing for bad checks, (2) supporting the local revenue disbursement process. Customers will be shared across business units and are defined by one of the following:

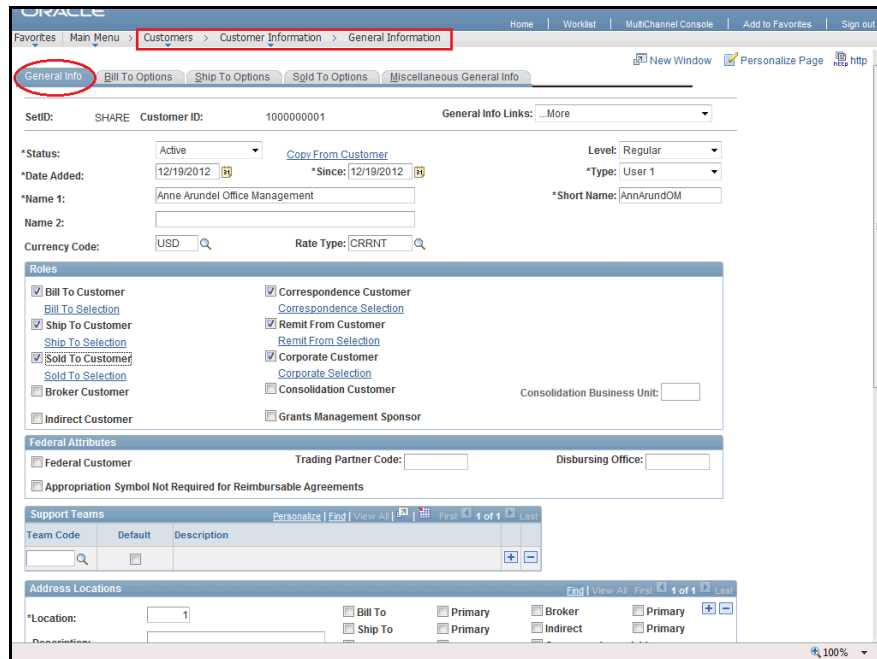
- Court Customer
- Local Customer

A description of each customer type is provided in the table below.

| OTC Customer | Description |
|----------------|---|
| Court Customer | <p>The majority of the functionality within OTC revolves around revenue allocation based upon monies paid by local customers for fines, licenses or other court costs. GEARS does NOT track each individual customer for these transactions but utilizes a default court customer to satisfy the system need for a customer value.</p> <p>The Court Customer is set up to use the same value as the business unit (i.e., "JUDXX") in order to keep a simple and straight-forward means of tracking activity. The expectation is that this customer will never hold an open balance since all fees/costs are paid in full and no receivable is tracked.</p> |
| Local Customer | <p>Local Customers hold balances within GEARS for a variety of transactions, including but not limited to Bad Checks.</p> <p>Local Customers must be manually entered within GEARS prior to entering the related transaction. Each customer will be defined by an auto-sequenced ID (e.g., "1000000024").</p> |

Procedure

In this topic, you will review the pages used to enter/record GEARS Customer information.



The screenshot displays the 'General Information' tab for a customer in the GEARS system. The customer ID is 1000000001. The status is 'Active', and the date added is 12/19/2012. The name is 'Anne Arundel Office Management'. The currency code is 'USD' and the rate type is 'CRRNT'. The 'Roles' section includes checkboxes for 'Bill To Customer', 'Ship To Customer', 'Sold To Customer', 'Broker Customer', 'Indirect Customer', 'Correspondence Customer', 'Remit From Customer', 'Corporate Customer', 'Consolidation Customer', and 'Grants Management Sponsor'. The 'Federal Attributes' section includes 'Federal Customer', 'Trading Partner Code', and 'Disbursing Office'. The 'Support Teams' section shows a table with columns for Team Code, Default, and Description. The 'Address Locations' section shows a table with columns for Location, Bill To, Ship To, Primary, Broker, and Indirect.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

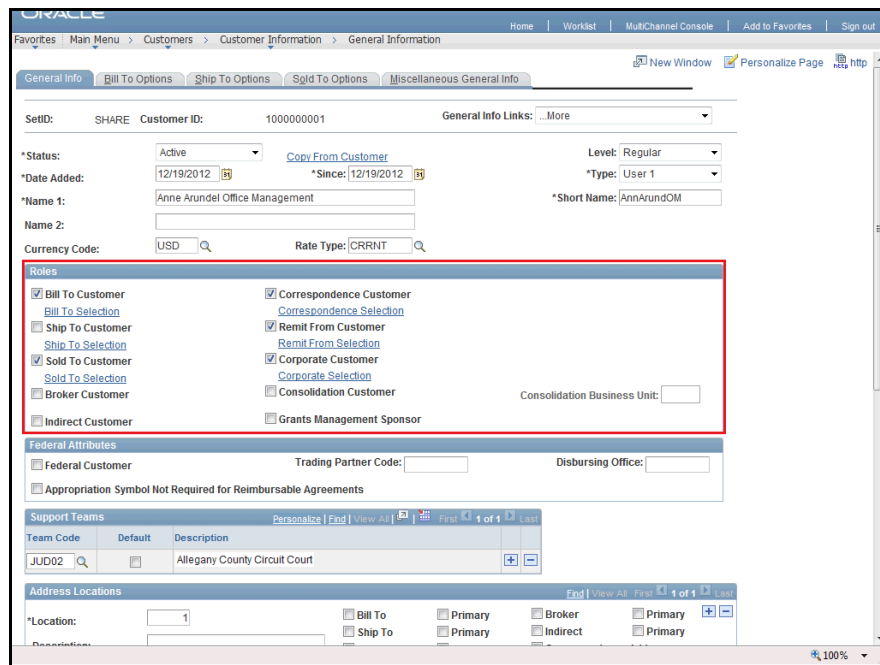


| Step | Action |
|------|--|
| 1. | <p>The Customer Information - General Information is where you add and/or review customers' names and level information and to assign associated roles. You can also enter one or more addresses for customers and assign descriptions to each location.</p> <p>While there are several pages available for customer setup, the Judiciary will utilize the main General Information page to track the following key information such as name, address information, and other key attributes.</p> |

The screenshot displays the Oracle AR220 Customer Information - General Information page. The page is divided into several sections:

- General Info:** This section contains fields for SetID (SHARE), Customer ID (1000000001), Status (Active), Date Added (12/19/2012), Name (Anne Arundel Office Management), Currency Code (USD), and Rate Type (CRRNT). A red box highlights the 'General Info' tab and the 'Status' field.
- Roles:** This section contains checkboxes for various roles, including Bill To Customer, Ship To Customer, Sold To Customer, Broker Customer, Indirect Customer, Correspondence Customer, Remit From Customer, Corporate Customer, Consolidation Customer, and Grants Management Sponsor.
- Federal Attributes:** This section contains checkboxes for Federal Customer, Trading Partner Code, Disbursing Office, and Appropriation Symbol Not Required for Reimbursable Agreements.
- Support Teams:** This section contains a table with columns for Team Code, Default, and Description.
- Address Locations:** This section contains a table with columns for Location, Bill To, Ship To, Primary, Broker, Indirect, and Description.

| Step | Action |
|------|---|
| 2. | <p>In this example, the name of this customer is 'Anne Arundel Office Management'.</p> <p>Status is always 'Active'.</p> <p>Date Added - controls the effective dates of the Judiciary's related records. When entering manual transactions, be sure the Date Added is equal to the invoice date for that customer.</p> <p>Since Date - defaults to the date transaction is added.</p> <p>User Type - If you are setting up a "Surety" customer, be sure to select the type, "Surety", otherwise, choose "Local".</p> <p>Levels - should remain as the default, "Regular".</p> <p>Short Name - defaults to the first 10 characters of the Customer's Name.</p> |



Oracle AR220 Customer Information General Information

SetID: SHARE Customer ID: 1000000001 General Info Links: ...More

*Status: Active [Copy From Customer](#) Level: Regular

*Date Added: 12/19/2012 *Since: 12/19/2012 *Type: User 1

*Name 1: Anne Arundel Office Management *Short Name: AnnArundOM

Name 2:

Currency Code: USD Rate Type: CRRNT

Roles

- ☒ Bill To Customer [Bill To Selection](#)
- ☐ Ship To Customer [Ship To Selection](#)
- ☒ Sold To Customer [Sold To Selection](#)
- ☐ Broker Customer
- ☐ Indirect Customer
- ☒ Correspondence Customer [Correspondence Selection](#)
- ☒ Remit From Customer [Remit From Selection](#)
- ☒ Corporate Customer [Corporate Selection](#)
- ☐ Consolidation Customer
- ☐ Grants Management Sponsor

Consolidation Business Unit:

Federal Attributes

☐ Federal Customer Trading Partner Code: Disbursing Office:

☐ Appropriation Symbol Not Required for Reimbursable Agreements

Support Teams

| Team Code | Default | Description |
|-----------|---------|-------------------------------|
| JUD02 | | Allegany County Circuit Court |

Address Locations

*Location: 1

Bill To: Primary Broker Primary

Ship To: Primary Indirect Primary

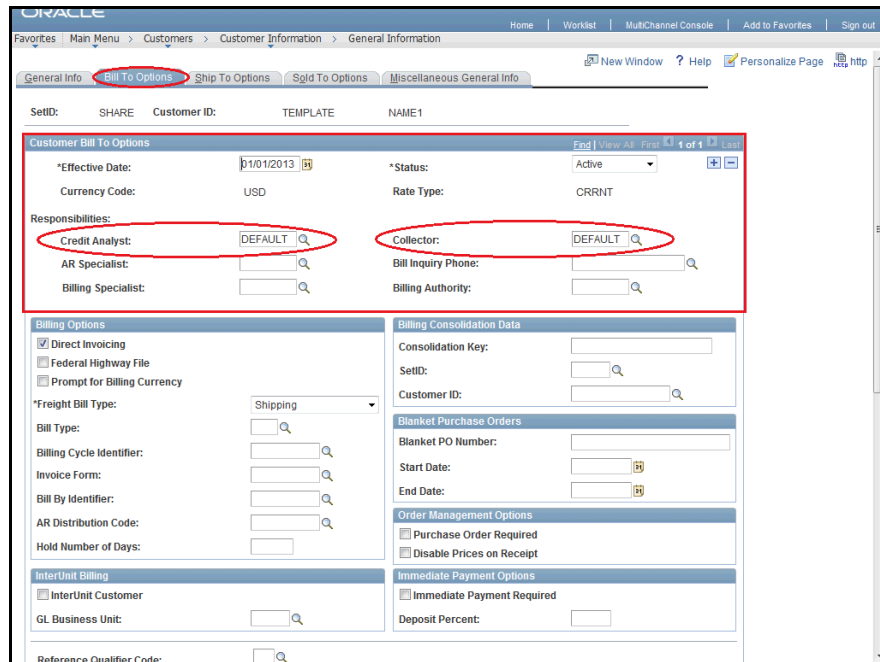
Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 3. | <p>Customer roles determine the functional use of the customer ID. Customer information is associated with specific customer roles. You can use the Roles section of the Customer General Information page to maintain information that applies to multiple customer roles and to select those roles.</p> <p>In order to enter an invoice for a customer, a customer has to be established in the system as a "Bill To Customer". The other roles that should be checked for each Customer created in GEARS are (1) "Sold To Customer", (2) "Correspondence Customer", (3) "Remit From Customer", and (4) "Corporate Customer".</p> |

| Step | Action |
|------|---|
| 4. | <p>The Address Details section displays the address details (i.e., address effective date, status of the address, language, and the address) of that location.</p> <p>When entering address, be sure to populate the Effective Date of the address, Status, Country, Address 1, City, State, and Postal code.</p> |



The screenshot shows the Oracle AR220 Customer Bill To Options page. The 'Bill To Options' tab is selected. The 'Responsibilities' section is highlighted with a red box, showing 'Credit Analyst' and 'Collector' dropdown menus, both set to 'DEFAULT'. Other sections include Billing Options, Billing Consolidation Data, Blanket Purchase Orders, Order Management Options, and Immediate Payment Options.

| Step | Action |
|------|---|
| 5. | <p>There are two fields on the Bill To Options page that must be populated and is a requirement when setting up new customers.</p> <p>Customer Bill To Options - Responsibilities section displays the two fields (1) Credit Analyst and (2) Collector. You must select 'DEFAULT' from the dropdown menu. If these fields are left blank when you attempt to save a new customer in the system, an error message will appear.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 6. | <p>You have successfully completed the <i>Understanding Customers</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review the pages used to enter/record GEARs Customer information. <p>End of Procedure.</p> |

1.4 Understanding Billing

Billing is the process of recording revenue to be collected from Judiciary customers. GEARs Billing processes billing information to create invoices to customers. Customers include (1) Court Customer and (2) Local Customer.

After completing this topic, you will be familiar with:

- the pages used to view/enter/modify invoices and bill lines in GEARs Billing.

A bill is an invoice to a customer who owes the Judiciary money. Each bill has a header and at least one bill line. Bill lines contain what you are billing for, the amount, and the revenue accounting information. In GEARs, bills are created through the following processes:

- Cash Register** - daily cash register transactions loaded into GEARs from the BUS (The Enterprise Services BUS Backoffice Interface) Interface
- Local Revenue** - local revenue disbursements
- Online Entry** - manual entry of an invoice by a GEARs user

The following tables list the bill statuses, bill type identifiers, and invoice form listed on a bill.

Bill Status - Invoices (bills) in GEARS may be assigned various statuses based on the state of that invoice. The Bill Statuses in GEARS Billing are as follows:

| Bill Status Description | Code in GEARS Billing |
|--------------------------------|-----------------------|
| 1. <i>Canceled</i> | CAN |
| 2. <i>Finalized</i> | FNL |
| 3. <i>Hold Bill</i> | HLD |
| 4. <i>Invoiced Bill</i> | INV |
| 5. <i>New</i> | NEW |
| 6. <i>Pending Approval</i> | PND |
| 7. <i>Ready to Invoice</i> | RDY |
| 8. <i>Temporary</i> | TMP |
| 9. <i>Temporary Ready Bill</i> | TMR |

Bill Type Identifier - bills are identified by a "Bill Type" in GEARS Billing. The Bill Types in GEARS Billing are as follows:

| Bill Type Identifier Description | Code in GEARS Billing |
|--|-----------------------|
| 1. <i>Employee Advances</i> | ADV |
| 2. <i>Bad Checks</i> | BAD |
| 3. <i>Bond Forfeiture</i> | BND |
| 4. <i>Data Conversion</i> | CNV |
| 5. <i>Criminal Case</i> | CRM |
| 6. <i>Civil Case</i> | CVL |
| 7. <i>Deferred Payment</i> | DFR |
| 8. <i>Escrow</i> | ESC |
| 9. <i>Expenditure Credit</i> | EXP |
| 10. <i>Grants Management</i> | GM |
| 11. <i>Licenses</i> | LIC |
| 12. <i>Land Records</i> | LND |
| 13. <i>Local Revenue Disbursements</i> | LRV |
| 14. <i>Other</i> | OTH |
| 15. <i>Revenue Refund</i> | RFD |
| 16. <i>Traffic</i> | TRF |
| 17. <i>Transcript</i> | TRN |
| 18. <i>Deferred Traffic</i> | DFT |

Invoice Form - the template used for printing the invoice.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



GEARS

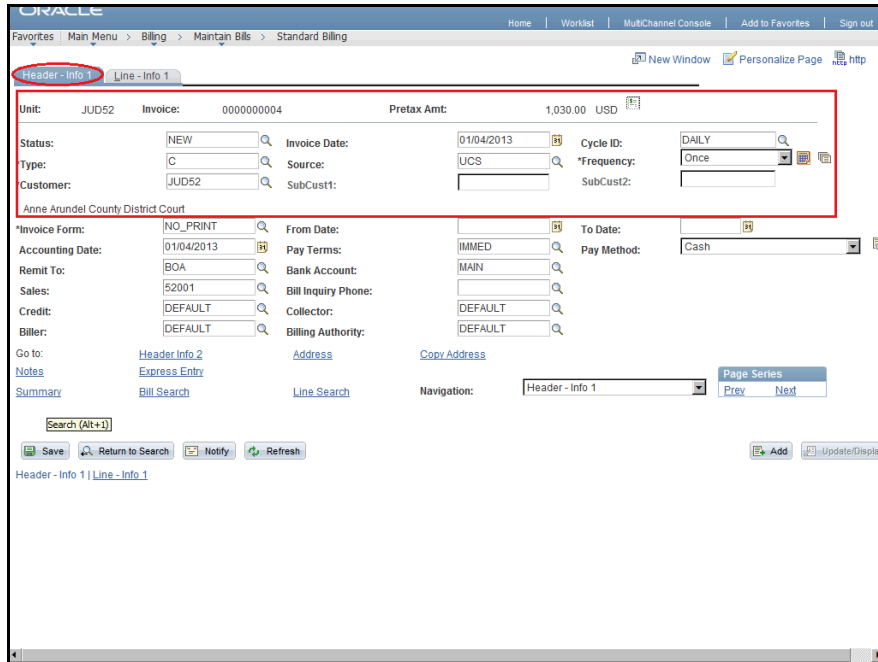
General Enterprise And Resource Support

| Invoice Form Description | Code in GEARS Billing |
|---|-----------------------|
| 1. <i>Bad Check</i> | BAD CHECK |
| 2. <i>Bond Forfeiture</i> | BONDFORFTR |
| 3. <i>Deferred Payment</i> | DEFERPAY |
| 4. <i>Escrow</i> | ESCROW |
| 5. <i>Contracts Only</i> | GRANTS |
| 6. <i>No Print</i> | NO PRINT |
| 7. <i>Contracts Only</i> | PS/CA |
| 8. <i>Projects with Contract Info</i> | PS/OM |
| 9. <i>Projects by Employee Name</i> | PS/PSA01 |
| 10. <i>Projects by Project & Activity</i> | PS/PSA02 |
| 11. <i>Project Details</i> | PS/PSA03 |
| 12. <i>Generic XML Publisher Example</i> | XMLPUB |
| 13. <i>Contract Only</i> | XP PS/CA |
| 14. <i>Generic XML Publisher</i> | XP PS/GEN |
| 15. <i>Order Mgmt Example</i> | XP PS/OM |
| 16. <i>Projects with Contract Info</i> | XP PS/PC |
| 17. <i>Projects by Employee Name</i> | XP PS/PSA1 |
| 18. <i>Projects by Employee Name</i> | XP PS/PSA2 |
| 19. <i>Projects by Project & Activity</i> | XP PS/PSA3 |

Procedure

In this topic, you will review the pages used to view/enter/modify invoices and bill lines in GEARS Billing.

| Step | Action |
|------|---|
| 1. | <p>The Standard Billing - Header - Info 1 page displays the invoice.</p> <p>In this example, we are viewing Invoice # 0000000004 for customer, <i>JUD52 - Anne Arundel County District Court</i>.</p> |



| Step | Action |
|------|---|
| 2. | <p>The Header - Info 1 page displays the general header information for invoices such as:</p> <ul style="list-style-type: none"> - Unit (Batch Agency) - Invoice (invoice number) - Pretax Amt (total amount of invoice) - Status (invoice status) - Type (type of invoice) - Invoice Date - Customer - Source - Cycle ID (billing cycle) - Frequency (e.g., Installment, once, Recurring) |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Personalize Page | help http

Header - Info 1 | Line - Info 1

Unit: JUD52 Invoice: 0000000004 Pretax Amt: 1,030.00 USD

Status: NEW Invoice Date: 01/04/2013 Cycle ID: DAILY
 *Type: C Source: UCS *Frequency: Once
 *Customer: JUD52 SubCust1: SubCust2:

Anne Arundel County District Court

Invoice Form: NO_PRINT From Date: To Date:
 Accounting Date: 01/04/2013 Pay Terms: IMMED Pay Method: Cash
 Remit To: BOA Bank Account: MAIN
 Sales: 52001 Bill Inquiry Phone:
 Credit: DEFAULT Collector: DEFAULT
 Biller: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search Navigation: Header - Info 1 Page Series Prev Next

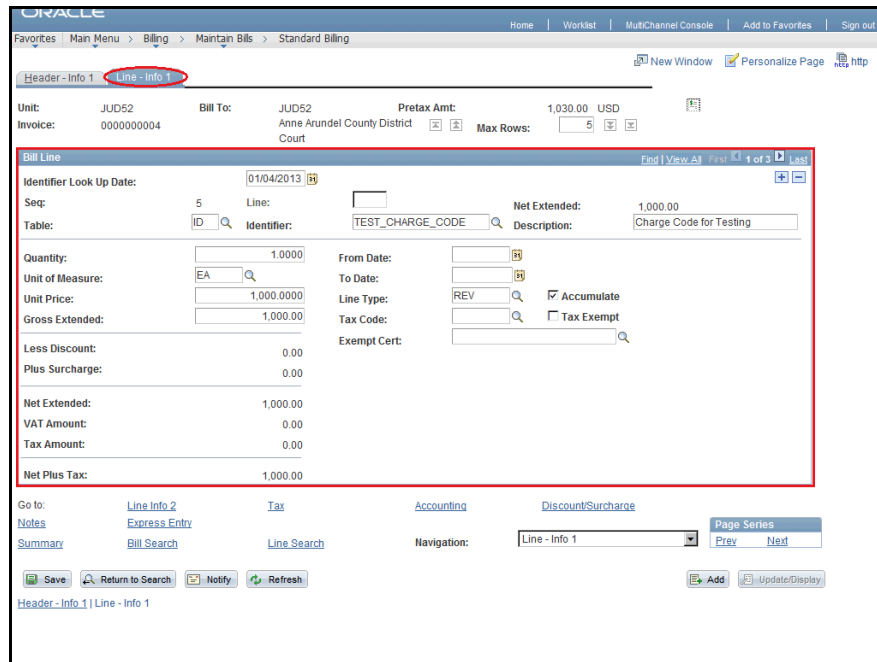
Search (Alt+1)

Save Return to Search Notify Refresh

Add Update/Display

Header - Info 1 | Line - Info 1

| Step | Action |
|------|--|
| 3. | <p>Other header information key components on the Header - Info 1 page include:</p> <ul style="list-style-type: none"> - Invoice Form - Accounting Date - Remit To - Pay Terms (e.g., Immediately, Net 15, Net 90, Net 180) - Bank Account - Pay Method (e.g., Cash, Check, Credit Card, Debit Card, Draft, Electronic Fund Transfer) |



| Step | Action |
|------|---|
| 4. | <p>The Line - Info 1 page displays the bill lines for the invoice. Bill lines contain what you are billing for (Identifier), the amount (Gross Extended), and the revenue accounting information (chartfields). The invoice may have one or more bill lines.</p> <p>In this example, there are a total of 3 bill lines.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Header - Info 1 Line - Info 1

End | View All 1 of 3 Last

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Identifier: TEST_CHARGE_CODE Net Extended: 1,000.00
Table: ID Identifier: Description: Charge Code for Testing

Quantity: 1.0000 From Date: To Date: ☐ ☐
Unit of Measure: EA Unit Price: 1,000.0000 Line Type: REV ☒ Accumulate
Gross Extended: 1,000.00 Tax Code: ☐ Tax Exempt
Less Discount: 0.00 Exempt Cert: ☐
Plus Surcharge: 0.00
Net Extended: 1,000.00
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: 1,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry Page Series
Summary Bill Search Line Search Navigation: Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

| Step | Action |
|------|---|
| 5. | The number of bill lines is indicated in the top right corner of the Bill Lines section. |

ORACLE
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Header - Info 1 Line - Info 1

End | View All 1 of 3 Last

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Identifier: TEST_CHARGE_CODE Net Extended: 1,000.00
Table: ID Identifier: Description: Charge Code for Testing

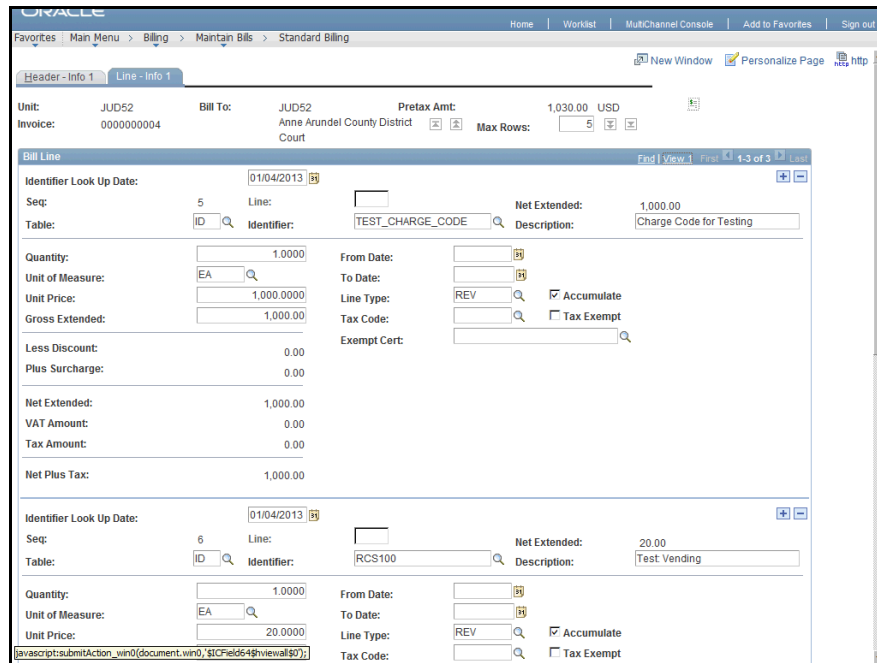
Quantity: 1.0000 From Date: To Date: ☐ ☐
Unit of Measure: EA Unit Price: 1,000.0000 Line Type: REV ☒ Accumulate
Gross Extended: 1,000.00 Tax Code: ☐ Tax Exempt
Less Discount: 0.00 Exempt Cert: ☐
Plus Surcharge: 0.00
Net Extended: 1,000.00
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: 1,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
Notes Express Entry Page Series
Summary Bill Search Line Search Navigation: Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

| Step | Action |
|------|--|
| 6. | The View All link allows you to see all bill lines on one page. |



The screenshot displays the Oracle Billing system interface. At the top, there's a navigation bar with links like Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this, a breadcrumb trail shows: Favorites > Main Menu > Billing > Maintain Bills > Standard Billing. The main content area is titled 'Header - Info 1' and 'Line - Info 1'. It shows bill details for Unit JUD52 and Invoice 0000000004. The Bill To is JUD52, Anne Arundel County District Court. The Pretax Amt is 1,030.00 USD. The Max Rows is set to 5. Below this, the 'Bill Line' section shows two lines. Line 5 has a Net Extended of 1,000.00 and a Description of 'Charge Code for Testing'. Line 6 has a Net Extended of 20.00 and a Description of 'Test Vending'. Both lines have a Line Type of REV and are marked as Accumulate. The interface includes various input fields for dates, quantities, unit measures, and prices, as well as checkboxes for 'Accumulate' and 'Tax Exempt'.

| Step | Action |
|------|--------|
| 7. | |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Oracle AR220 Standard Billing interface showing bill details for Line 1. The interface includes a top navigation bar with links like Home, Worklist, and Multichannel Console. The main area displays bill summary information (Less Discount, Plus Surcharge, Net Extended, VAT Amount, Tax Amount, Net Plus Tax) and a detailed line item for 'Chain Store Accident' (Seq: 7, Line: RCS200). The line item shows quantities, unit prices, and various tax codes. At the bottom, there are navigation buttons like 'Go to', 'Line Info 2', 'Tax', 'Accounting', 'Discount/Surcharge', 'Navigation', and 'Page Series'.

| Step | Action |
|------|--|
| 8. | Click the Accounting link. <u>Accounting</u> |

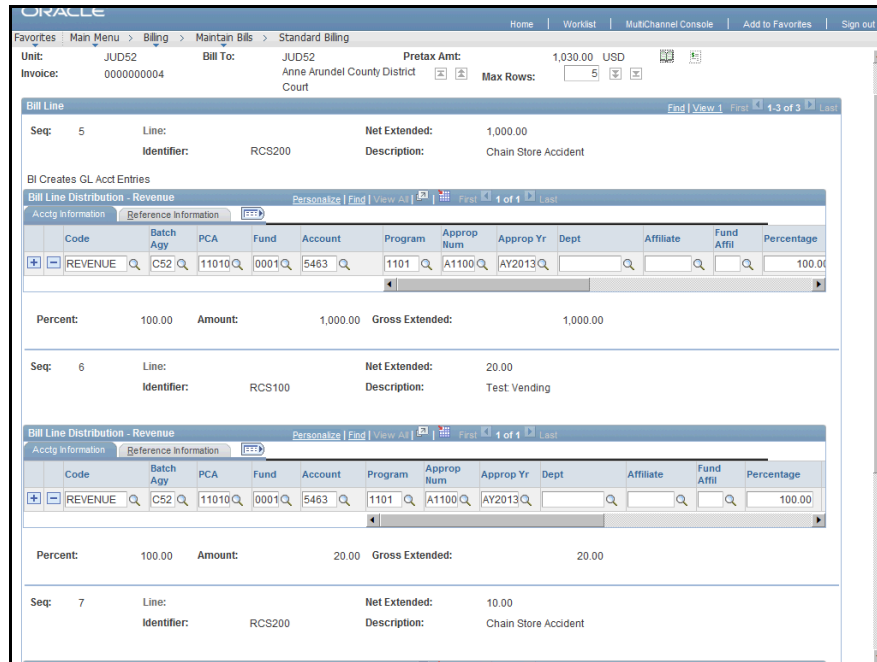
Oracle AR220 Bill Line Distribution - Revenue interface showing the distribution of revenue for three bill lines. The interface displays a table with columns for Code, Batch, PCA, Fund, Account, Program, Approp Num, Approp Yr, Dept, Affiliate, Fund Affli, and Percentage. The table shows the distribution of revenue for three bill lines: Line 5 (Chain Store Accident), Line 6 (Test Vending), and Line 7 (Chain Store Accident). The distribution is shown as a percentage of the total revenue for each line.

| Code | Batch | PCA | Fund | Account | Program | Approp Num | Approp Yr | Dept | Affiliate | Fund Affli | Percentage |
|----------|--------|---------|----------|-----------------|----------|------------|-----------|------|-----------|------------|------------|
| REVENUE | C52 | 11010 | 0001 | 5463 | 1101 | A1100 | AY2013 | | | | 100.00 |
| Percent: | 100.00 | Amount: | 1,000.00 | Gross Extended: | 1,000.00 | | | | | | |

| Code | Batch | PCA | Fund | Account | Program | Approp Num | Approp Yr | Dept | Affiliate | Fund Affli | Percentage |
|----------|--------|---------|-------|-----------------|---------|------------|-----------|------|-----------|------------|------------|
| REVENUE | C52 | 11010 | 0001 | 5463 | 1101 | A1100 | AY2013 | | | | 100.00 |
| Percent: | 100.00 | Amount: | 20.00 | Gross Extended: | 20.00 | | | | | | |

| Code | Batch | PCA | Fund | Account | Program | Approp Num | Approp Yr | Dept | Affiliate | Fund Affli | Percentage |
|----------|--------|---------|-------|-----------------|---------|------------|-----------|------|-----------|------------|------------|
| REVENUE | C52 | 11010 | 0001 | 5463 | 1101 | A1100 | AY2013 | | | | 100.00 |
| Percent: | 100.00 | Amount: | 10.00 | Gross Extended: | 10.00 | | | | | | |

| Step | Action |
|------|--|
| 9. | Accounting entries for ordinal bill lines and bill line adjustments display on the Accounting Entries page. |



| Step | Action |
|------|--|
| 10. | <p>You have successfully completed the <i>Understanding Billing</i> in GEARs Billing.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review the pages used to view/enter/modify invoices and bill lines in GEARs Billing. <p>End of Procedure.</p> |

1.5 Understanding Deposits and Payments

When customer payments are received they are recorded in the GEARs Accounts Receivable module. Generally, payments are recorded on a single deposit. At the Judiciary, deposits are created manually or through an interface. All deposits are recorded on a **regular deposit**. A regular deposit is created through the following processes:

- BUS interface

Entering deposits through Regular Deposit entry provides a full range of payment identification and search features that allow users to take advantage of the powerful payment worksheets. Payments are identified as they are entered indicating any customer or identifying information used to match the payment with the open item.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



This topic reviews how customer payments are recorded on a regular deposit.

After completing this topic, you will be familiar with:

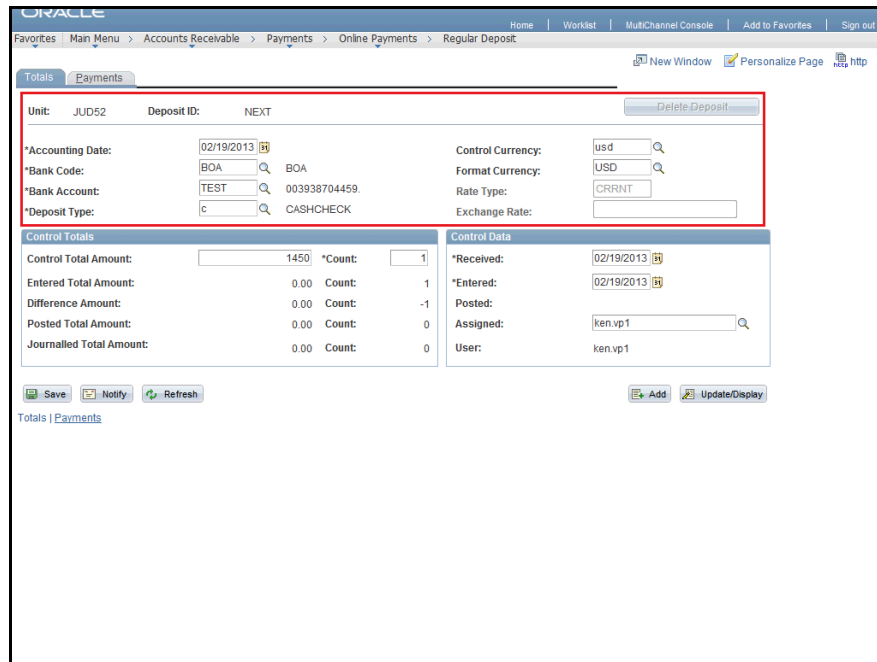
- How customer payments are applied in Accounts Receivable
- The pages used to record a regular deposit in GEARS

Procedure

In this topic, you will review a regular deposit recorded in Accounts Receivable.

The screenshot shows the Oracle GEARS 'Totals' page for a regular deposit. The page is titled 'Totals' and has a 'Payments' tab. The 'Unit' is JUD52 and the 'Deposit ID' is NEXT. The 'Delete Deposit' button is visible. The 'Accounting Date' is 02/19/2013. The 'Bank Code' is BOA, 'Bank Account' is TEST, and 'Deposit Type' is CASHCHECK. The 'Control Currency' is USD, 'Format Currency' is USD, 'Rate Type' is CRRNT, and 'Exchange Rate' is empty. The 'Control Totals' section shows: Control Total Amount: 1450, *Count: 1; Entered Total Amount: 0.00, Count: 1; Difference Amount: 0.00, Count: -1; Posted Total Amount: 0.00, Count: 0; Journalled Total Amount: 0.00, Count: 0. The 'Control Data' section shows: *Received: 02/19/2013, *Entered: 02/19/2013, Posted: (empty), Assigned: ken.vp1, and User: ken.vp1. The page has buttons for Save, Notify, Refresh, Add, and Update/Display.

| Step | Action |
|------|--|
| 1. | The Totals displays the accounting date, banking information, deposit type, and deposit totals. |



Unit: JUD52 Deposit ID: NEXT

*Accounting Date: 02/19/2013

*Bank Code: BOA

*Bank Account: TEST

*Deposit Type: C

Control Currency: usd

Format Currency: USD

Rate Type: CRRNT

Exchange Rate:

Control Totals

| | | | |
|--------------------------|------|---------|----|
| Control Total Amount: | 1450 | *Count: | 1 |
| Entered Total Amount: | 0.00 | Count: | 1 |
| Difference Amount: | 0.00 | Count: | -1 |
| Posted Total Amount: | 0.00 | Count: | 0 |
| Journalled Total Amount: | 0.00 | Count: | 0 |

Control Data

*Received: 02/19/2013

*Entered: 02/19/2013

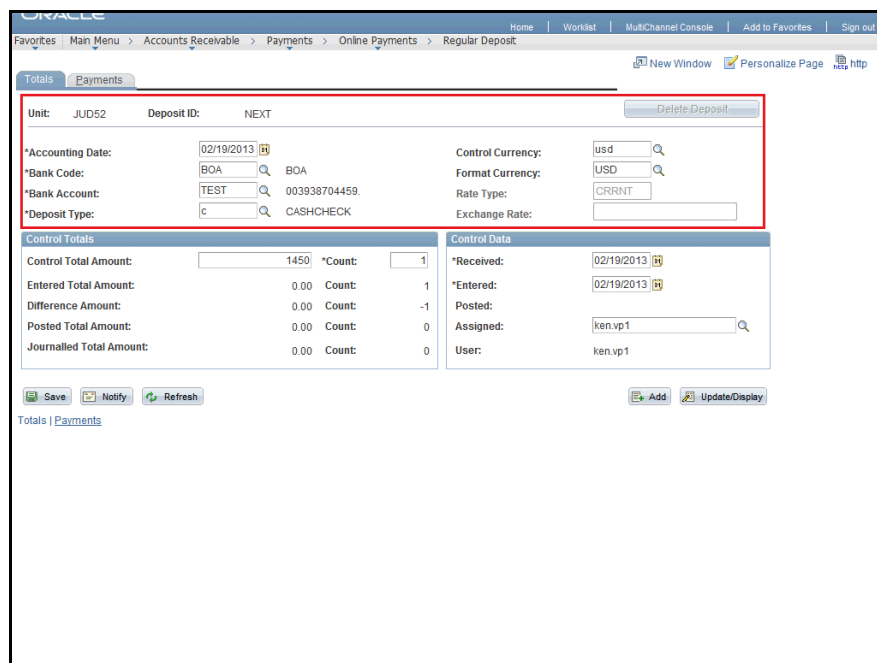
Posted:

Assigned: ken.vp1

User: ken.vp1

Save Notify Refresh Add Update/Display

| Step | Action |
|------|--|
| 2. | The unit displays at the top of the page. The Deposit ID is assigned by the system upon saving the deposit. If the deposit was created by interface, there would be a Deposit ID already assigned. |



Unit: JUD52 Deposit ID: NEXT

*Accounting Date: 02/19/2013

*Bank Code: BOA

*Bank Account: TEST

*Deposit Type: C

Control Currency: usd

Format Currency: USD

Rate Type: CRRNT

Exchange Rate:

Control Totals

| | | | |
|--------------------------|------|---------|----|
| Control Total Amount: | 1450 | *Count: | 1 |
| Entered Total Amount: | 0.00 | Count: | 1 |
| Difference Amount: | 0.00 | Count: | -1 |
| Posted Total Amount: | 0.00 | Count: | 0 |
| Journalled Total Amount: | 0.00 | Count: | 0 |

Control Data

*Received: 02/19/2013

*Entered: 02/19/2013

Posted:

Assigned: ken.vp1

User: ken.vp1

Save Notify Refresh Add Update/Display

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 3. | <p>Other fields at the top of the page include the following:</p> <ul style="list-style-type: none"> - Accounting Date - Bank Information (code, bank account) - Deposit Type (check, credit card, grant wire) |

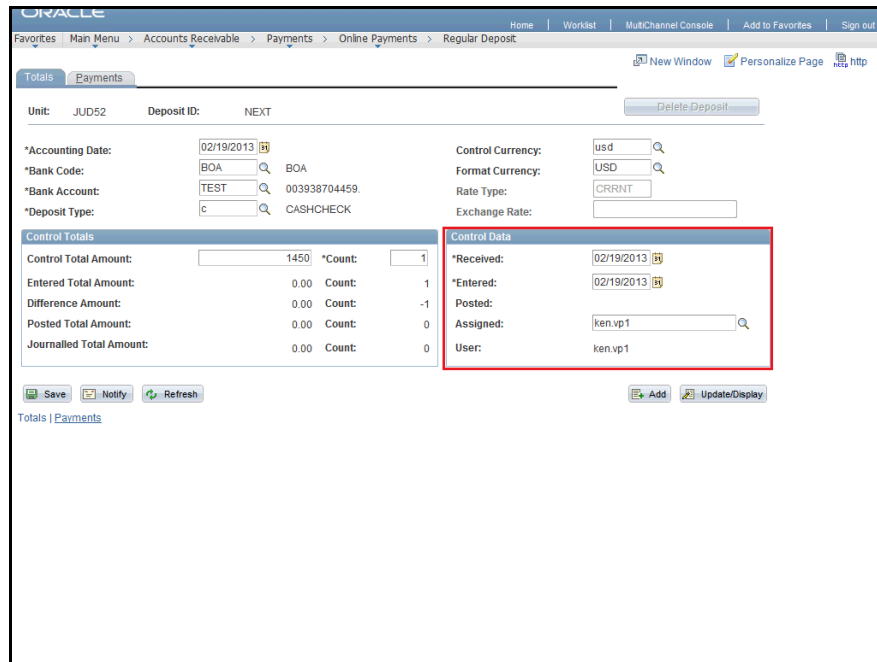
The screenshot shows the Oracle AR220 interface for managing customer payments. The 'Control Totals' section is highlighted with a red box, showing the following data:

| Control Totals | Amount | Count |
|--------------------------|--------|-------|
| Control Total Amount: | 1450 | 1 |
| Entered Total Amount: | 0.00 | 1 |
| Difference Amount: | 0.00 | -1 |
| Posted Total Amount: | 0.00 | 0 |
| Journalled Total Amount: | 0.00 | 0 |

Other fields visible in the interface include:

- Unit: JUD52, Deposit ID: NEXT
- *Accounting Date: 02/19/2013
- *Bank Code: BOA
- *Bank Account: TEST
- *Deposit Type: CASHCHECK
- Control Currency: USD
- Format Currency: USD
- Rate Type: CRRNT
- Exchange Rate:
- *Received: 02/19/2013
- *Entered: 02/19/2013
- Posted:
- Assigned: ken_vp1
- User: ken_vp1

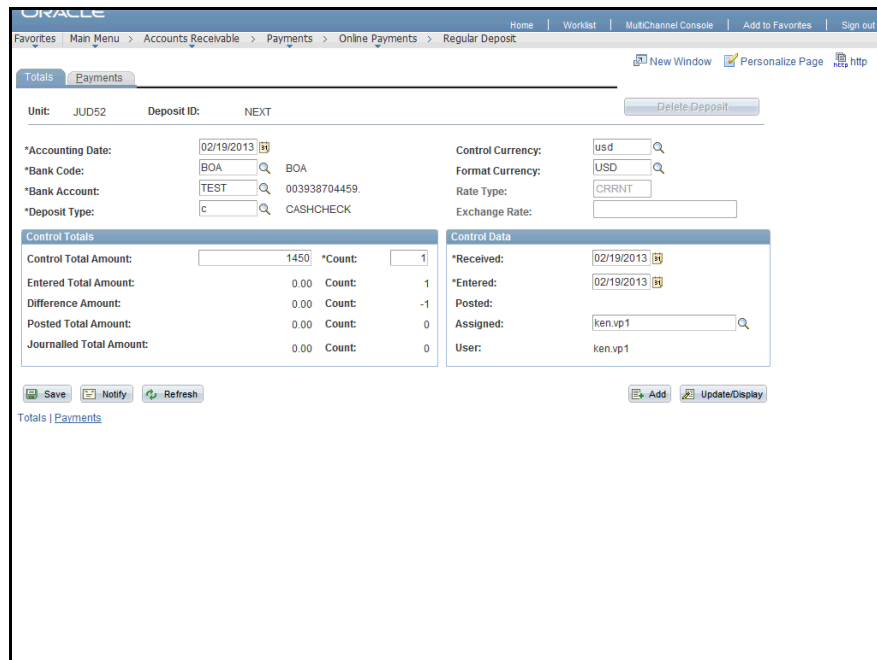
| Step | Action |
|------|---|
| 4. | <p>The Control Totals section displays the total amount of the deposit and the number of payments (count) included in the deposit. The number of payments (count) must equal the total control amount.</p> |



The screenshot shows the Oracle AR220 interface. The 'Payments' tab is active. The 'Control Data' section is highlighted with a red box. The fields in this section are:

| Control Data | |
|--------------|------------|
| *Received: | 02/19/2013 |
| *Entered: | 02/19/2013 |
| Posted: | |
| Assigned: | ken.vp1 |
| User: | ken.vp1 |

| Step | Action |
|------|---|
| 5. | The Control Data section displays the date that the deposit was entered and received and the source. |



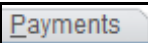
The screenshot shows the Oracle AR220 interface. The 'Payments' tab is active. The 'Control Data' section is highlighted with a red box. The fields in this section are:

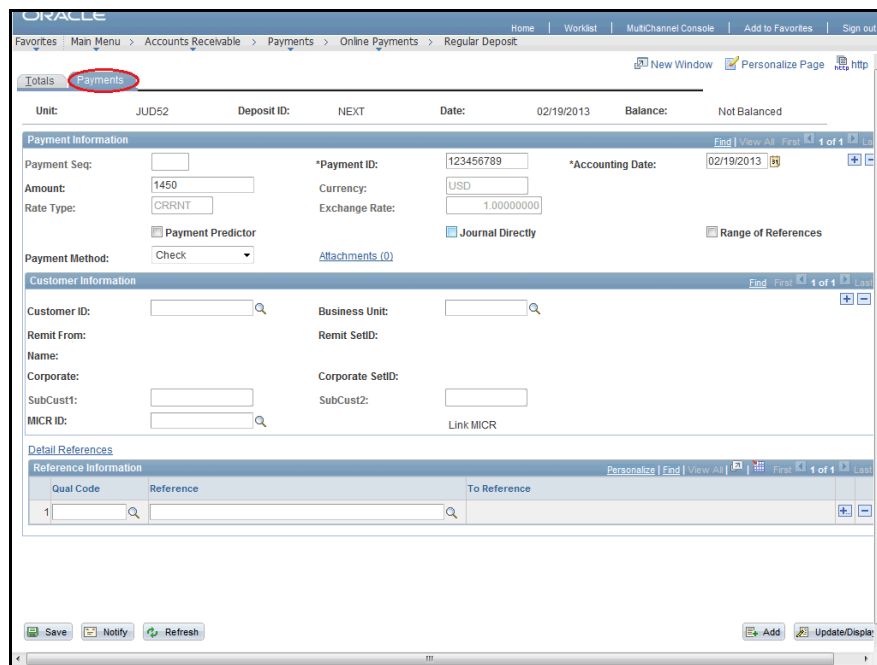
| Control Data | |
|--------------|------------|
| *Received: | 02/19/2013 |
| *Entered: | 02/19/2013 |
| Posted: | |
| Assigned: | ken.vp1 |
| User: | ken.vp1 |

Training Guide

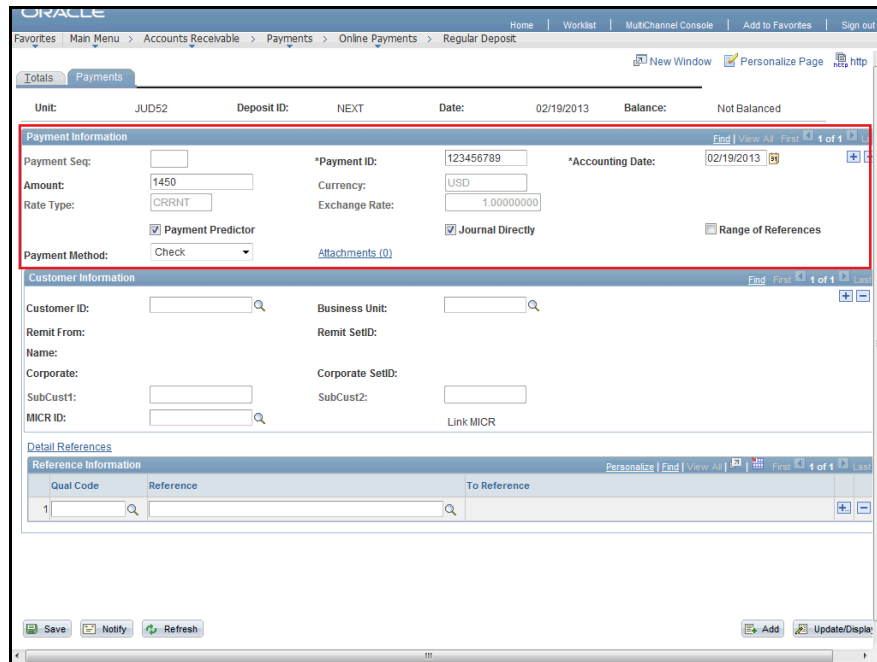
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 6. | Click the Payments tab.  |



| Step | Action |
|------|---|
| 7. | The Payments tab displays the payments recorded in the deposit. All payments must equal the Control Total Amount on the Totals page. |



| Step | Action |
|------|---|
| 8. | <p>The Payment Information section lists the amount of a payment, the payment ID, the payment method, and accounting date.</p> <p>The Payment Predictor checkbox is selected for local accounting customer payments.</p> <p>The Journal Directly checkbox is selected for deposits recorded via the Maryland State Treasury Interface.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Totals Payments

Unit: JUD52 Deposit ID: NEXT Date: 02/19/2013 Balance: Not Balanced

Payment Information

Payment Seq: *Payment ID: 123456789 *Accounting Date: 02/19/2013

Amount: 1450 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Check Attachments (0)

Customer Information

Customer ID: Business Unit:

Remit From: Remit SetID:

Name:

Corporate: Corporate SetID:

SubCust1: SubCust2:

MICR ID: Link MICR

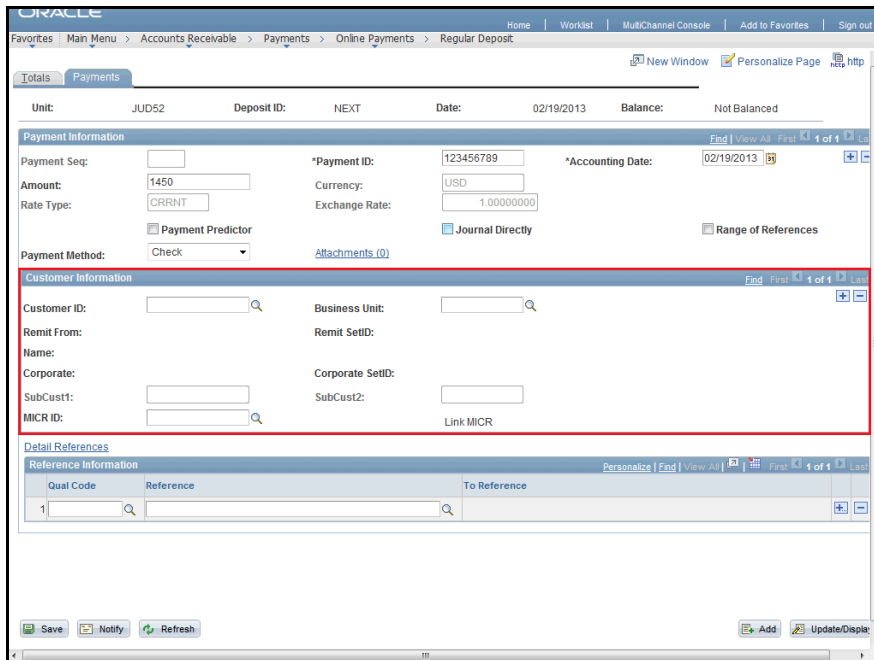
Detail Reference

Reference Information

| Qual Code | Reference | To Reference |
|-----------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> |

Save Notify Refresh Add Update/Display

| Step | Action |
|------|---|
| 9. | <p>The Customer Information section displays the customer associated with the payment. When you enter a regular deposit manually, you must select a customer to attach to the regular deposit.</p> <p>When regular deposits are created through an interface, the customer information section is automatically populated with the customer information.</p> |



The screenshot displays the GEARS AR220 interface for managing customer payments. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main content area is divided into three sections:

- Totals:** Unit: JUD52, Deposit ID: NEXT, Date: 02/19/2013, Balance: Not Balanced.
- Payment Information:**
 - Payment Seq: [Field]
 - Amount: 1450
 - Rate Type: CRRNT
 - Payment Method: Check
 - *Payment ID: 123456789
 - Currency: USD
 - Exchange Rate: 1.00000000
 - *Accounting Date: 02/19/2013
 - Payment Predictor (checkbox)
 - Journal Directly (checkbox)
 - Range of References (checkbox)
 - Attachments (0)
- Customer Information:**
 - Customer ID: [Field]
 - Business Unit: [Field]
 - Remit From: [Field]
 - Remit SetID: [Field]
 - Name: [Field]
 - Corporate: [Field]
 - Corporate SetID: [Field]
 - SubCust1: [Field]
 - SubCust2: [Field]
 - MICR ID: [Field]
 - Link MICR (checkbox)
- Detail References:**
 - Reference Information table with columns: Qual Code, Reference, To Reference.
 - Row 1: 1, [Field], [Field]

At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display.

| Step | Action |
|------|---|
| 10. | <p>You have successfully completed the <i>Understanding Deposits and Payments</i> topic.</p> <p>You have learned:</p> <ul style="list-style-type: none"> - How customer payments are applied in Accounts Receivable - The pages used to record a regular deposit in GEARS <p>End of Procedure.</p> |

Lesson 2: Understanding Key Order-to-Cash System Processes

Lesson Overview

In this lesson, you will review some of the key system processes that are used to record Circuit Court Local Accounting transactions and the associated accounting impacts in GEARS.

Lesson Objectives

After completing this lesson, you should be familiar with the following OTC concepts and processes:

- The BUS Interface and the Approval Staging Page
- The Billing Interface
- Revenue Allocation and Charge ID maintenance
- The Single Action Invoice multi-process job

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



2.1 Understanding the BUS Interface and the Staging Approval Page

Judiciary Information Systems (JIS) Back Office interface enables fiscal office users to send revenue data to JIS's Enterprise Service Bus. JIS's Enterprise Service Bus collects and transforms the revenue data to a common format and then sends the data to GEARS. In GEARS, the Staging Approval page provides a means of reviewing transactions sent from JIS's Enterprise Service Bus interface to GEARS prior to allocating revenue.

GEARS Staging Approval Page is a key link between JIS and GEARS in that all transactions must be approved on this page before they can be loaded into GEARS. Transactions are displayed for a specific Batch County, District, Location, and ZDate after they are submitted from the JIS Website. User security is in place that only allows users access to the appropriate Batch Counties.

Key Components of the GEARS Staging Approval Page

The GEARS Staging Approval page summarizes all data that has been submitted through the JIS Website page and presents it by County, District, Location and ZDate. The following key fields and functionality will be provided to support review and approvals:

| Item | Description |
|----------------------------------|--|
| 1. <i>County</i> | Determines which county's data will appear |
| 2. <i>ZDate</i> | The date the register was closed out / reset. This typically represents one day of transactions. |
| 3. <i>Amount</i> | The amount for all the transactions residing in the staging table for the county, district, location and date. This will be used to make sure the totals for the day tie to the close out reports. |
| 4. <i>Cash Treasury Code</i> | A number pre-printed on a deposit slip that must be placed on the record that goes back to the State for them to match the deposit with bank information. The Treasury Code is not captured by the register since it is part of the deposit and is done after the registers have been closed / reset). The Treasury Code will be entered on the page and placed on all the transactions where the method of payment is Cash or Check and the revenue is deposited into the State account. The Cash Treasury Code is always required. |
| 5. <i>Process Selected Dates</i> | A check box to indicate the desire to process the transactions for this date. Only transactions that have not been processed will display on this page. Once selected, they will be moved to an archive table for processed transactions. |
| 6. <i>Delete Selected Dates</i> | Used to delete all the transactions for a given County, District, Location and Date. This feature is included to allow for deletion of a day's worth of transactions in the event incorrect information was sent through the BUS. Use of this button will only be used in the case of a resend of the data. |
| 7. <i>Run Button</i> | Used to kick off the batch process to extract the approved transactions from the staging table and load them to the Billing Interface, Archive and Payment tables and create Customers, as needed. |
| 8. <i>Page Edits</i> | The page will automatically validate that any Treasury Code has not been used within the current fiscal year (for the specified Batch Agency/District/Location Id or the user will be presented with an error message and will not let the user select that transaction for processing. |

This topic reviews the key components of the Staging Approval Page in GEARS.

After completing this topic, you will be able to:

- Review the key components of the Staging Approval Page in GEARS

Procedure

In this topic, you will review key components of the Staging Approval page in GEARS.

| Step | Action |
|------|--|
| 1. | <p>The GEARS Staging Approval page summarizes all data that has been submitted through the JIS Website page.</p> <p>The data is presented in GEARS by County, District, Location, and Zdate.</p> |
| 2. | <p>If the data and totals match, select Process Selected Dates. If the data and totals do not match, select Delete Selected Dates.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Oracle
Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Process LACD: MOP Totals

Run Control ID: PS_REC_V_000001MDJUD0000000103 [Report Manager](#) [Process Monitor](#) [Run](#)

County: 53 [Update List](#)

Totals by Date

| Zdate | District | Location | Amount | Process Selected Dates | Delete Selected Dates | Cash Treasury Code |
|-------|----------|----------|-----------|------------------------|-----------------------|--------------------|
| 1 | 08 | 04 | \$4153.25 | | | |

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

| Step | Action |
|------|--|
| 3. | Once you verify that the data and totals (Zdate, Batch Agency, amounts) are correct, you enter the treasury code in the Cash Treasury Code field. |

Oracle
Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Process LACD: MOP Totals

Run Control ID: PS_REC_V_000001MDJUD0000000103 [Report Manager](#) [Process Monitor](#) [Run](#)

County: 53 [Update List](#)

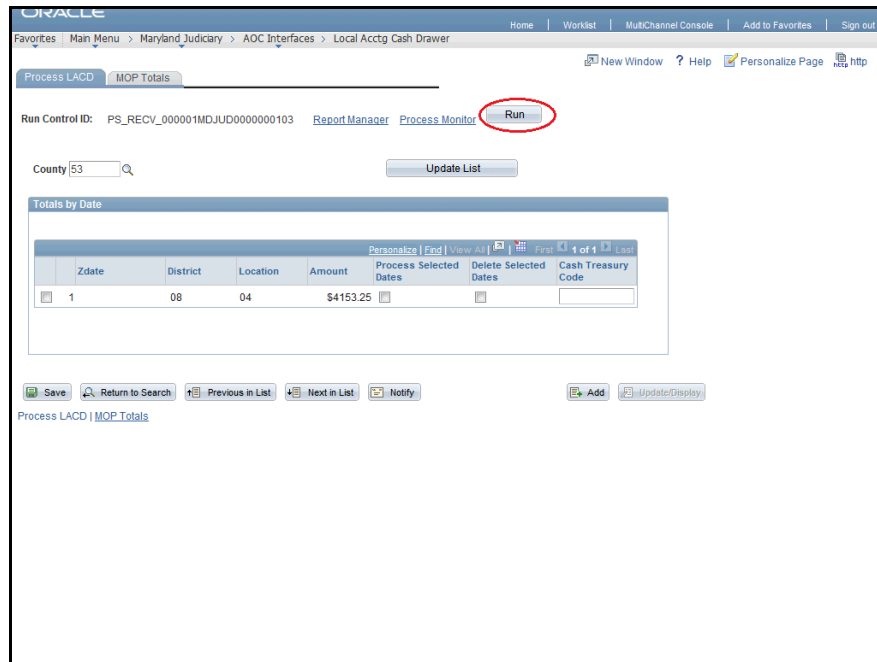
Totals by Date

| Zdate | District | Location | Amount | Process Selected Dates | Delete Selected Dates | Cash Treasury Code |
|-------|----------|----------|-----------|------------------------|-----------------------|--------------------|
| 1 | 08 | 04 | \$4153.25 | | | |

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

| Step | Action |
|------|---|
| 4. | <p>After you have entered the Cash Treasury Code, you select Run.</p> <p>By selecting Run, this process initiates a batch process that allocates revenue, creates customers, creates bills, and creates the FAR report.</p> |



The screenshot shows the ORACLE GEARs interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer'. The main area has a 'Process LACD' tab and a 'MOP Totals' sub-tab. A 'Run Control ID' field contains 'PS_REC_V_000001MDJUD0000000103'. To the right of this field are links for 'Report Manager', 'Process Monitor', and a 'Run' button which is circled in red. Below the 'Run' button is a 'County' field with '53' and an 'Update List' button. A 'Totals by Date' table is displayed with columns: 'Zdate', 'District', 'Location', 'Amount', 'Process Selected Dates', 'Delete Selected Dates', and 'Cash Treasury Code'. The table has one row with values: '1', '08', '04', '\$4153.25', and empty cells for the last three columns. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

| Step | Action |
|------|--|
| 5. | <p>You have successfully completed the <i>Understanding the Staging Approval Page</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review the key components of the Staging Approval page in GEARs <p>End of Procedure.</p> |

2.2 Understanding the Billing Interface

Revenue transactions approved on the **Staging Approval** page must be loaded into the Billing Interface tables in order to generate invoices in the Billing module. The Billing Interface consolidates the transactions and creates invoices within Billing in order to support downstream processing and reporting.

What is the Billing Interface?

The **Billing Interface** is a staging area for all billing activity from external sources. GEARs Billing allows you to enter bills online or to import billing activity through the Billing Interface from external billing sources such as the BUS interface or the Project Costing (for Grants

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Sponsor billing). The majority of bills that GEARS Billing creates come from the Billing Interface. GEARS uses online bill entry primarily for low-volume and miscellaneous billings.

This topic reviews the run control page used to run the Billing Interface process in GEARS Billing.

After completing this topic, you will familiar with:

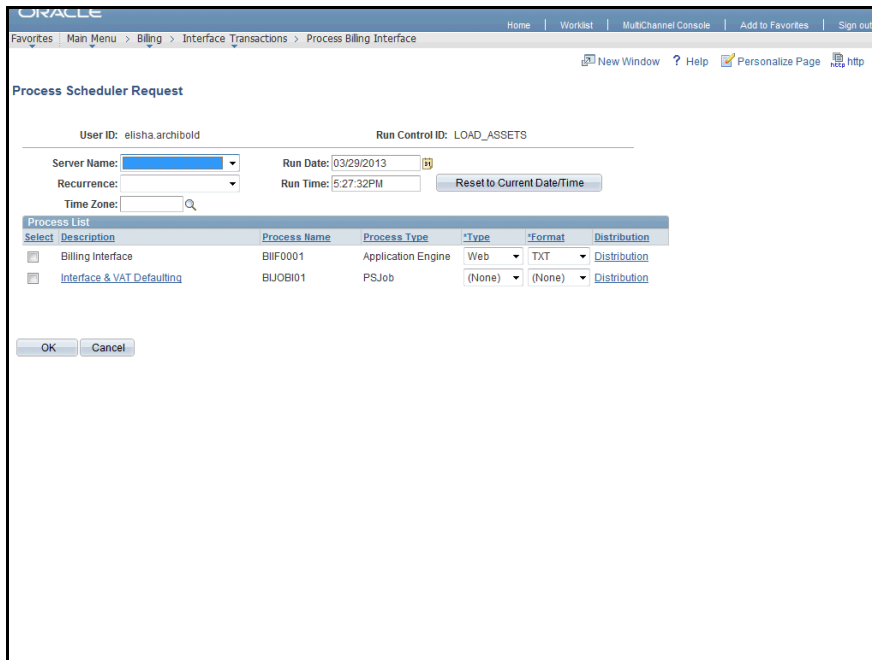
- the Billing Interface run control page

Procedure

In this topic, you will review the page used to run the Billing Interface Run Control page in GEARS Billing.

A screenshot of the Oracle Process Billing Interface page. The page title is "Process Billing Interface". Below the title, there is a "Run Control ID: LOAD_ASSETS" field, a "Report Manager" link, a "Process Monitor" link, and a "Run" button. Below these, there are two input fields: "From Interface ID:" and "To Interface ID:", both containing the value "164". The page has a standard Oracle navigation bar at the top with links like "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out". At the bottom, there are several utility buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

| Step | Action |
|------|---|
| 1. | <p>The Process Billing Interface page allows you to import billing activity from external billing sources such as order management or project costing.</p> <p>This page allows you to set interface parameters before running the Billing Interface process. Using a run control ID, you will enter the From Interface ID and the To Interface ID, and then select Run.</p> <p>NOTE: if interface activity within the Interface ID range has been previously process successfully; it will not be available to be selected for processing again.</p> |



| Step | Action |
|------|--|
| 2. | <p>You have successfully completed the <i>Understanding the Billing Interface</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review the pages used to run the Billing Interface in GEARS <p>End of Procedure.</p> |

2.3 Understanding Revenue Allocation

All revenue transactions processed via the BUS Interface into GEARS will be revenue allocated within GEARS. After users enter a Treasury Code and approve the transactions on the **Staging Approval** page, the system will automatically allocate revenue based upon predefined rules for each **Business Unit** and **Charge ID**.

What is a Charge ID?

Charge IDs are defined within GEARS to determine the revenue allocation rules for each court. Each cash register account code is mapped one-to-one to a GEARS Charge ID and controls the revenue rules for each item.

An example would be 'CCS1210' which represents "Licenses - Union Bridge". CCS1210 would be sent to GEARS, validated, and then follow the rules defined for that specific court.

Charge ID Page

The Charge ID maintenance page allows the user access to maintain the rules for each Charge ID.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Specific fields of interest include:

- Bill Type – categorizes each item
- Transaction Type – determines the action to take for each item; including whether or not to process the data into GEARS
- Payment (Escrow)
- Revenue
- No Action
- Distribution ID / Revenue Splits – determines the allocation rules for the specific item

How Revenue is Allocated?

Assume a \$100.00 charge is posted on a receipt containing the code, RCS-280. Based upon the percentage rules defined for the Charge ID, GEARS will automatically generate the following transaction for this code:

-\$90.00 against distribution code R-5460
-\$10.00 against distribution code R-9588

If you need to make an adjustment to bill lines, you can make adjustments (e.g., reallocating revenue to another account) on the Standard Bill pages in GEARS Billing.

Local Accounting personnel will need to identify the invoice to adjust and to correct revenue allocation due to an incorrect Account Code used for a register transaction. The local accounting personnel will need to adjust the invoice with the total amount of revenue to re-allocate to another account calculated.

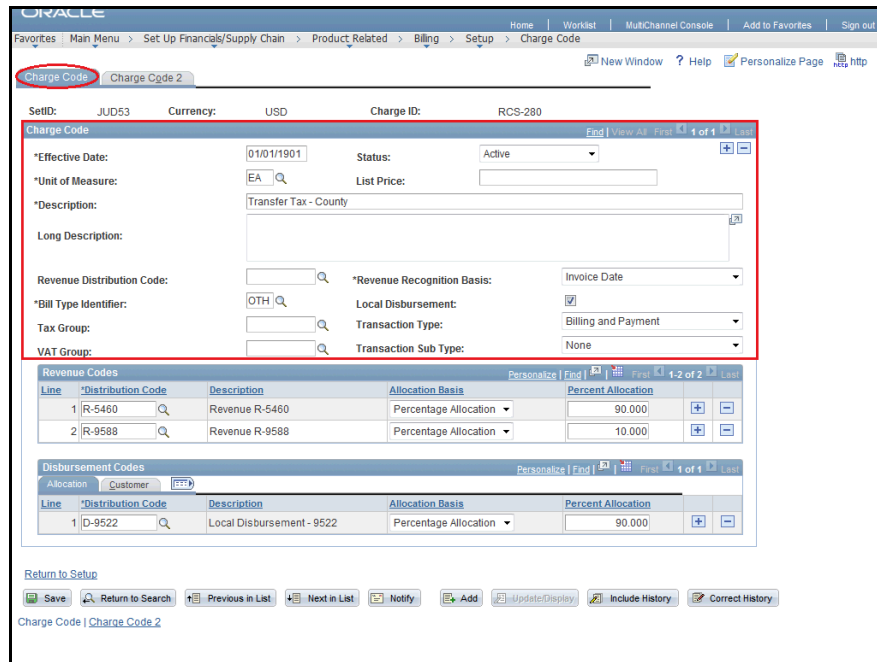
This topic reviews the Charge ID and the Standard Billing pages in GEARS Billing.

After completing this topic, you will be able to:

- Review the Charge ID page used to determine the revenue allocation rules for each court in GEARS Billing
- Review the Standard Billing page

Procedure

In this topic, you will review the Charge ID page and Standard Billing page used to determine the revenue allocation rules for each court in GEARS Billing.



Charge Code

SetID: JUD53 Currency: USD Charge ID: RCS-280

Charge Code

*Effective Date: 01/01/1901 Status: Active

*Unit of Measure: EA List Price:

*Description: Transfer Tax - County

Long Description:

Revenue Distribution Code: *Revenue Recognition Basis: Invoice Date

*Bill Type Identifier: OTH Local Disbursement: ☒

Tax Group: Transaction Type: Billing and Payment

VAT Group: Transaction Sub Type: None

| Line | *Distribution Code | Description | Allocation Basis | Percent Allocation |
|------|--------------------|----------------|-----------------------|--------------------|
| 1 | R-5460 | Revenue R-5460 | Percentage Allocation | 90.000 |
| 2 | R-9588 | Revenue R-9588 | Percentage Allocation | 10.000 |

| Line | *Distribution Code | Description | Allocation Basis | Percent Allocation |
|------|--------------------|---------------------------|-----------------------|--------------------|
| 1 | D-9522 | Local Disbursement - 9522 | Percentage Allocation | 90.000 |

Return to Setup

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Charge Code | Charge Code 2

| Step | Action |
|------|---|
| 1. | <p>The Charge Code page allows you to set up charge codes or to display existing charge codes. It allows you access to maintain the rules for each Charge ID.</p> <p>The Charge Code section displays information such as effective date, unit of measure, status, list price, description, bill type identifier for the charge code.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Oracle AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

Charge Code: Charge Code 2

SetID: JUD53 Currency: USD Charge ID: RCS-280

Charge Code

*Effective Date: 01/01/1901 Status: Active

*Unit of Measure: EA List Price:

*Description: Transfer Tax - County

Long Description:

Revenue Distribution Code:

*Revenue Recognition Basis: Invoice Date

*Bill Type Identifier: OTH Local Disbursement: ☒

Tax Group: Transaction Type: Billing and Payment

VAT Group: Transaction Sub Type: None

| Line | Distribution Code | Description | Allocation Basis | Percent Allocation |
|------|-------------------|----------------|-----------------------|--------------------|
| 1 | R-5460 | Revenue R-5460 | Percentage Allocation | 90.000 |
| 2 | R-9588 | Revenue R-9588 | Percentage Allocation | 10.000 |

Disbursement Codes

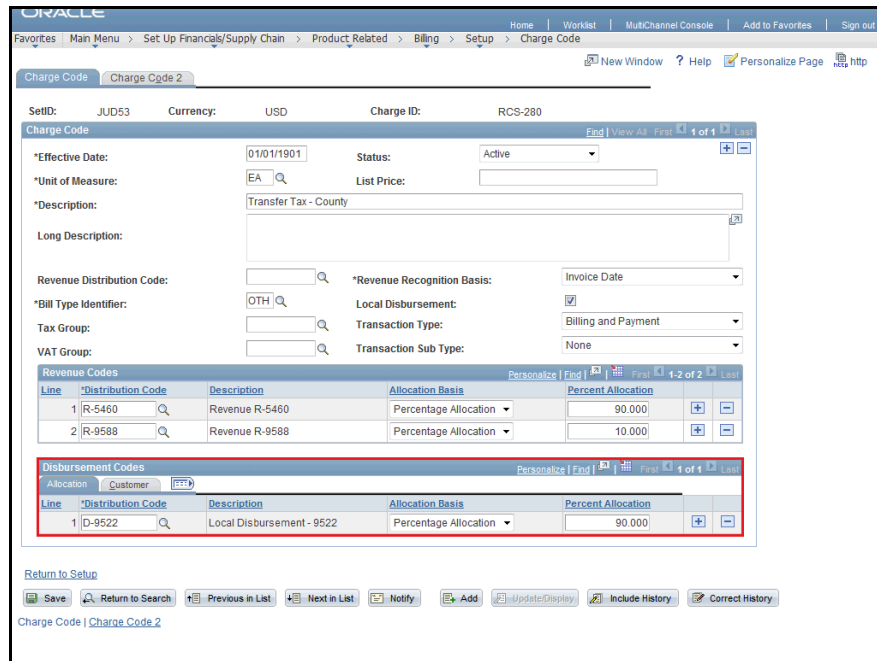
| Line | Distribution Code | Description | Allocation Basis | Percent Allocation |
|------|-------------------|---------------------------|-----------------------|--------------------|
| 1 | D-9522 | Local Disbursement - 9522 | Percentage Allocation | 90.000 |

Return to Setup

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Charge Code | Charge Code 2

| Step | Action |
|------|--|
| 2. | <p>The Revenue Codes section displays the distribution breakdown of the distributions, including distribution code, description, allocation basis (fixed or percentage), percent allocation. For percentage values the percentages must equal 100%.</p> <p>In this example, there are two distribution codes associated with this charge code, <i>RCS-280</i>, based on a percentage allocation of 90% for distribution code, <i>R-5460</i> and 10% for distribution code, <i>R-9588</i>.</p> |



Charge Code

SetID: JUD53 Currency: USD Charge ID: RCS-280

*Effective Date: 01/01/1901 Status: Active

*Unit of Measure: EA List Price:

*Description: Transfer Tax - County

Long Description:

Revenue Distribution Code: *Revenue Recognition Basis: Invoice Date

*Bill Identifier: OTH Local Disbursement: ☒

Tax Group: Transaction Type: Billing and Payment

VAT Group: Transaction Sub Type: None

| Line | Distribution Code | Description | Allocation Basis | Percent Allocation |
|------|-------------------|----------------|-----------------------|--------------------|
| 1 | R-5460 | Revenue R-5460 | Percentage Allocation | 90.000 |
| 2 | R-9588 | Revenue R-9588 | Percentage Allocation | 10.000 |

Disbursement Codes

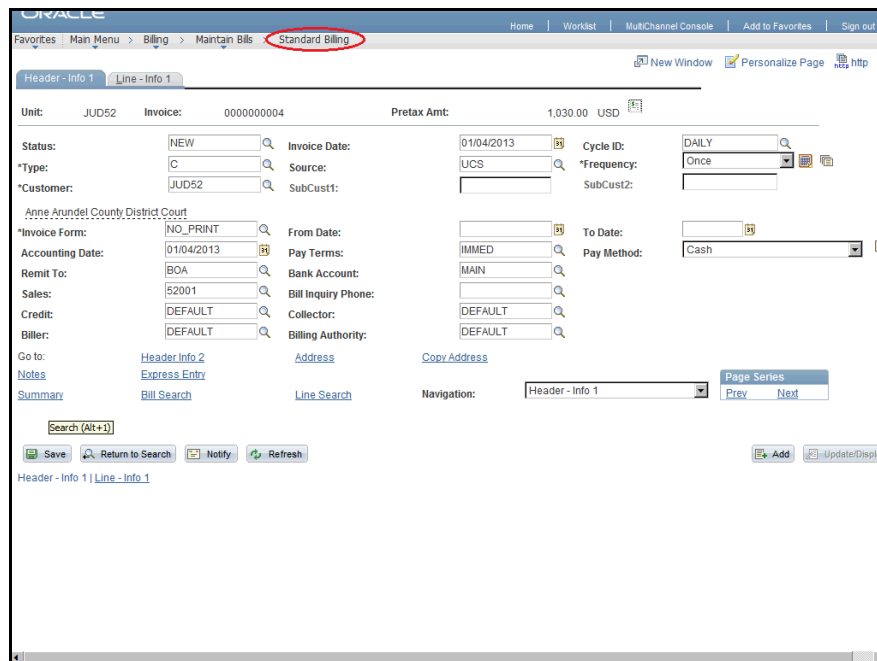
| Line | Distribution Code | Description | Allocation Basis | Percent Allocation |
|------|-------------------|---------------------------|-----------------------|--------------------|
| 1 | D-9522 | Local Disbursement - 9522 | Percentage Allocation | 90.000 |

Return to Setup

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Charge Code | Charge Code 2

| Step | Action |
|------|--|
| 3. | The Disbursement Codes section displays the disbursement codes. These codes simplify the process of generating accounting entries by defining a valid combination of ChartField values. |



Standard Billing

Unit: JUD52 Invoice: 0000000004 Pretax Amt: 1,030.00 USD

Status: NEW Invoice Date: 01/04/2013 Cycle ID: DAILY

*Type: C Source: UCS *Frequency: Once

*Customer: JUD52 SubCust1: SubCust2:

Anne Arundel County District Court

*Invoice Form: NO_PRINT From Date: To Date:

Accounting Date: 01/04/2013 Pay Terms: IMMED Pay Method: Cash

Remit To: BOA Bank Account: MAIN

Sales: 52001 Bill Inquiry Phone:

Credit: DEFAULT Collector: DEFAULT

Bill: DEFAULT Billing Authority: DEFAULT

Go to: Header Info 2 Address Copy Address

Notes Express Entry

Summary Bill Search Line Search Navigation: Header - Info 1 Page Series Prev Next

Search (Alt+F)

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



GEARS

General Enterprise And Resource Support

| Step | Action |
|------|---|
| 4. | <p>Now, that the Charge ID Code has been set up, let's take a look at the Standard Billing page. The Standard Billing page is where you can, for example, reallocate revenue to another account.</p> <p>For example, if you discover that an incorrect revenue allocation was applied to an invoice, you would use the Standard Billing page to adjust and correct the revenue allocation.</p> |

| Step | Action |
|------|---|
| 5. | <p>The Standard Billing Header - Info 1 page allows you to access and review general bill information at the header level.</p> <p>Select the invoice date that you want to appear on the bill. If you specify a value that falls within a period that is currently closed in GEARs Billing and the accounting date is not specified, the system issues a warning</p> |

Header - Info 1 | **Line - Info 1**

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Bill Line 1 of 3

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Identifier: TEST_CHARGE_CODE Net Extended: 1,000.00
Table: ID Identifier: Description: Charge Code for Testing

Quantity: 1.0000 From Date: To Date: ☐ ☐
Unit of Measure: EA Unit Price: 1,000.0000 Line Type: REV ☒ Accumulate
Gross Extended: 1,000.00 Tax Code: ☐ Tax Exempt
Less Discount: 0.00 Exempt Cert:
Plus Surcharge: 0.00

Net Extended: 1,000.00
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: 1,000.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)
[Notes](#) [Express Entry](#) [Page Series](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Prev](#) [Next](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1

| Step | Action |
|------|--|
| 6. | <p>The Standard Billing - Line Info 1 page displays the bill lines for the invoice.</p> <p>The invoice may have one or more bill lines. The number of bill lines is indicated in the top right corner of the Bill Lines section.</p> |

Header - Info 1 | Line - Info 1

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Bill Line 1 of 3

Identifier Look Up Date: 01/04/2013

Seq: 7 Line: Identifier: RCS200 Net Extended: 0.00
Table: ID Identifier: Description: Chain Store Accident

Quantity: 1.0000 From Date: To Date: ☐ ☐
Unit of Measure: EA Unit Price: 10 Line Type: REV ☒ Accumulate
Gross Extended: 10 Tax Code: ☐ Tax Exempt
Less Discount: 0.00 Exempt Cert:
Plus Surcharge: 0.00

Net Extended: 0.00
VAT Amount: 0.00
Tax Amount: 0.00
Net Plus Tax: 0.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)
[Notes](#) [Express Entry](#) [Page Series](#)
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Prev](#) [Next](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1

Training Guide

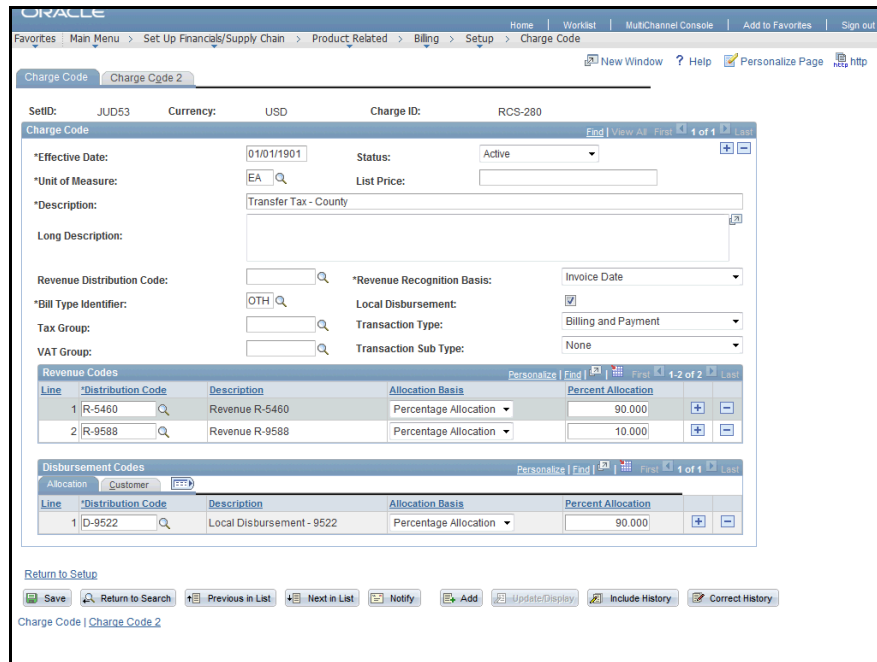
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 7. | <p>If you scroll down the page, select, 'Accounting'. Selecting Accounting will take you to the page that displays the accounting entries for this invoice.</p> <p>Click the Accounting link.</p> <p>Accounting</p> |

The screenshot displays the Oracle Billing and Revenue Management interface. At the top, there are navigation tabs: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the navigation bar, the 'Unit' is JUD52 and the 'Invoice' is 0000000004. The 'Bill To' is JUD52, Anne Arundel County District Court. The 'Prefax Amt' is 1,030.00 USD. The 'Max Rows' is set to 5. The 'Bill Line' section shows three lines: Line 5 (Net Extended: 1,000.00, Description: Chain Store Accident), Line 6 (Net Extended: 20.00, Description: Test Vending), and Line 7 (Net Extended: 10.00, Description: Chain Store Accident). Below each line, there is a 'Bill Line Distribution - Revenue' table. The first table for Line 5 shows a single entry for 'REVENUE' with a percentage of 100.00 and an amount of 1,000.00. The second table for Line 6 shows a single entry for 'REVENUE' with a percentage of 100.00 and an amount of 20.00. The third table for Line 7 shows a single entry for 'REVENUE' with a percentage of 100.00 and an amount of 10.00.

| Step | Action |
|------|---|
| 8. | <p>Accounting entries for ordinal bill lines and bill line adjustments display on the Accounting Entries page.</p> |



Charge Code Charge Cgde 2

SetID: JUD53 Currency: USD Charge ID: RCS-280

*Effective Date: 01/01/1901 Status: Active

*Unit of Measure: EA List Price:

*Description: Transfer Tax - County

Long Description:

Revenue Distribution Code: *Revenue Recognition Basis: Invoice Date

*Bill Type Identifier: OTH Local Disbursement: ☒

Tax Group: Transaction Type: Billing and Payment

VAT Group: Transaction Sub Type: None

| Line | *Distribution Code | Description | Allocation Basis | Percent Allocation |
|------|--------------------|----------------|-----------------------|--------------------|
| 1 | R-5460 | Revenue R-5460 | Percentage Allocation | 90.000 |
| 2 | R-9588 | Revenue R-9588 | Percentage Allocation | 10.000 |

| Line | *Distribution Code | Description | Allocation Basis | Percent Allocation |
|------|--------------------|---------------------------|-----------------------|--------------------|
| 1 | D-9522 | Local Disbursement - 9522 | Percentage Allocation | 90.000 |

Return to Setup

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Charge Code | Charge Code 2

| Step | Action |
|------|--|
| 9. | <p>You have successfully completed the <i>Understanding Revenue Allocation</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - enter/review the Charge ID page and the Standard Billing page in GEARS <p>End of Procedure.</p> |

2.4 Understanding Single Action Invoicing

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger.

Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

1. The initial process finalizes and creates a printed document for the invoice.
2. The next process creates the accounting lines for the Revenue and Accounts Receivable distribution.
3. The last process loads the invoices into the pending AR customer files.

This topic reviews the run control page used to initiate the Single Action Invoice process request in GEARS Billing.

After completing this topic, you will be familiar with:

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



- the **Single Action Invoice** run control page used to process single-action jobs in GEARS

Procedure

In this topic, you will review the **Single Action Invoice** page used to process the invoice finalization and load to receivables, general ledger, and payables for each court in GEARS Billing.

| Step | Action |
|------|---|
| 1. | On the Single Action Invoice process request page, you have to select process parameters including, invoice dates, options, posting action, and the bills or invoices that will be processed. |
| 2. | The Invoice Date Option section selects the date that the invoice was created. In this example, the Run Control will use the processing date to run the process. |
| 3. | The Posting Action should always be Batch Standard. |
| 4. | The Range Selection section allows you to select invoices to be processed with the single action invoice job. In this example, the Bill Source is selected which requires you to identify the source of the invoice. In this example, the invoices come from register transactions. |
| 5. | Use the Bills To Be Processed icon to view the invoices selected for processing. |
| 6. | To run the process, use the Run button at the top of the page. |

| Step | Action |
|------|---|
| 7. | <p>You have successfully completed the <i>Understanding Single Action Invoicing</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review the page used to enter and run Single Action Invoicing in GEARS <p>End of Procedure.</p> |

2.5 Understanding the Receivable Update (ARUPDATE) Process

All OTC transactions are posted to the Billing and Accounts Receivable modules using the **Receivable Update (ARUPDATE)** job. The Receivable Update (ARUPDATE) multi-process job is responsible for posting items in Billing, payments and maintenance activities in Accounts Receivable. The process updates customer balances, updates item status, and creates accounting entries for a specified Business Unit and accounting date range.

It is important to note that when the Receivable Update job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

After completing this topic, you will be familiar with:

- How the Receivable Update process is used to update customer balances and other statuses in Billing and Accounts Receivable
- The Receivable Update Request page and process request parameters

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



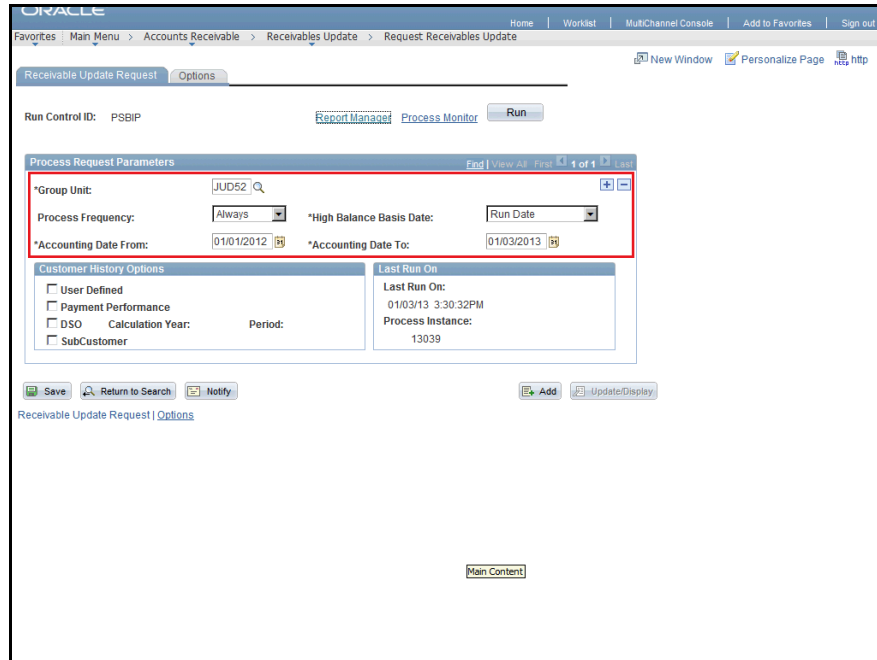
Procedure

In this topic, you will review the **Receivable Update Request** page and the process parameters required to run the process.

| Step | Action |
|------|--|
| 1. | The Request Receivables Update (ARUPDATE) page posts items in Billing and payments and maintenance activities in Accounts Receivable. |

The screenshot shows the Oracle 'Request Receivables Update' page. At the top, the 'Run Control ID' is set to 'PSBIP' and is circled in red. Below this, the 'Process Request Parameters' section includes fields for Group Unit (JUD52), Process Frequency (Always), High Balance Basis Date (Run Date), Accounting Date From (01/01/2012), and Accounting Date To (01/03/2013). There are also checkboxes for Customer History Options (User Defined, Payment Performance, DSO, SubCustomer) and a 'Last Run On' section showing the last run date and time (01/03/13 3:30:32PM) and process instance (13039). At the bottom, there are buttons for Save, Return to Search, Notify, Add, and Update/Display.

| Step | Action |
|------|---|
| 2. | <p>The Run Control ID for the process displays at the top of the Receivable Update Request page.</p> <p>When you run the Receivable Update process for the first time, you will need to create a new run control ID. For subsequent runs, you can search for the run control ID that you have already created and use it to run the process.</p> |



| Step | Action |
|------|---|
| 3. | <p>In the Process Request Parameters section is where you enter and/or update the values in the Group Unit, Process Frequency, and Accounting Date From/To fields.</p> <p>The Receivable Update process will select all transactions set to post for the parameters selected on this page.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
 Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Receivable Update Request | Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: JUD52 [+](#) [-](#)

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2012 *Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined
☐ Payment Performance
☐ DSO Calculation Year: Period:
☐ SubCustomer

Last Run On:
 Last Run On: 01/03/13 3:30:32PM
 Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

| Step | Action |
|------|--|
| 4. | Users with authority can post more than one batch agency at a time by clicking the plus sign button and adding parameters for each Group Unit . |

ORACLE
 Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Receivable Update Request | Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: JUD52 [+](#) [-](#)

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2012 *Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined
☐ Payment Performance
☐ DSO Calculation Year: Period:
☐ SubCustomer

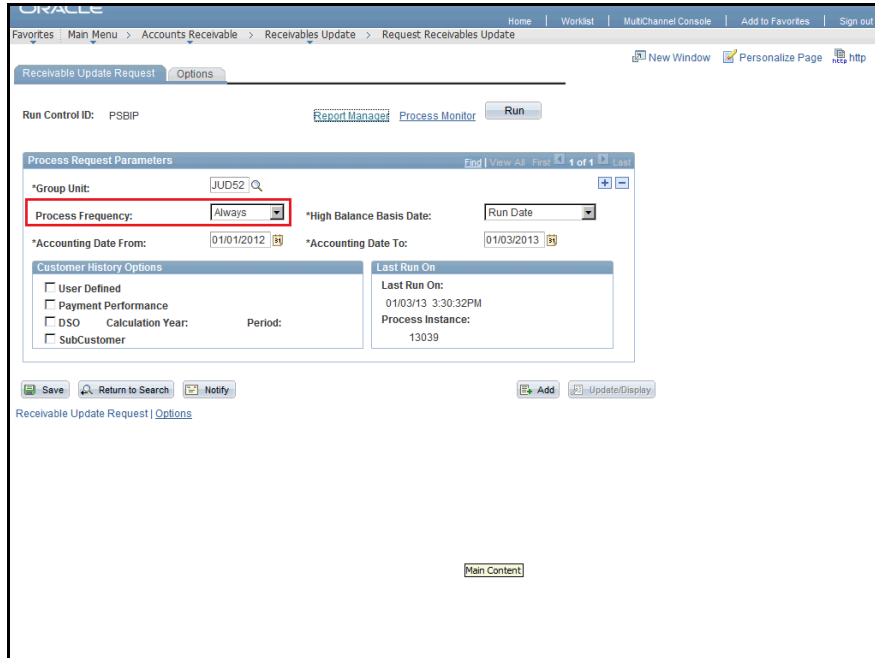
Last Run On:
 Last Run On: 01/03/13 3:30:32PM
 Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

Main Content

| Step | Action |
|------|---|
| 5. | Enter the batch agency for which you are posting activity in the Group Unit field. |



Oracle Receivable Update Request Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: JUD52

Process Frequency: Always

*High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2012

*Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined

☐ Payment Performance

☐ DSO

☐ SubCustomer

Calculation Year: Period:

Last Run On

Last Run On: 01/03/13 3:30:32PM

Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

[Main Content](#)

| Step | Action |
|------|--|
| 6. | <p>You may choose from "Always", "Don't", and "Once" in the Process Frequency list.</p> <p>Typically, you will select "Always". You will run the Receivable Update for the Group Unit each time.</p> <p>NOTE: For users with authority to run the process for more than one Group Unit, you may not want to run Receivable Update for all units. You can change the process frequency to "Don't" for the units that you do not want to post.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Oracle Receivables Update Request Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: JUD52

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2012 *Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined
☐ Payment Performance
☐ DSO Calculation Year: Period:
☐ SubCustomer

Last Run On

Last Run On: 01/03/13 3:30:32PM
 Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | [Options](#)

[Main Content](#)

| Step | Action |
|------|--|
| 7. | Enter the accounting date range of the activity to be posted in the Accounting Date From/To fields. |

Oracle Receivables Update Request Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: JUD52

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2012 *Accounting Date To: 01/03/2013

Customer History Options

☐ User Defined
☐ Payment Performance
☐ DSO Calculation Year: Period:
☐ SubCustomer

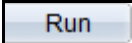
Last Run On

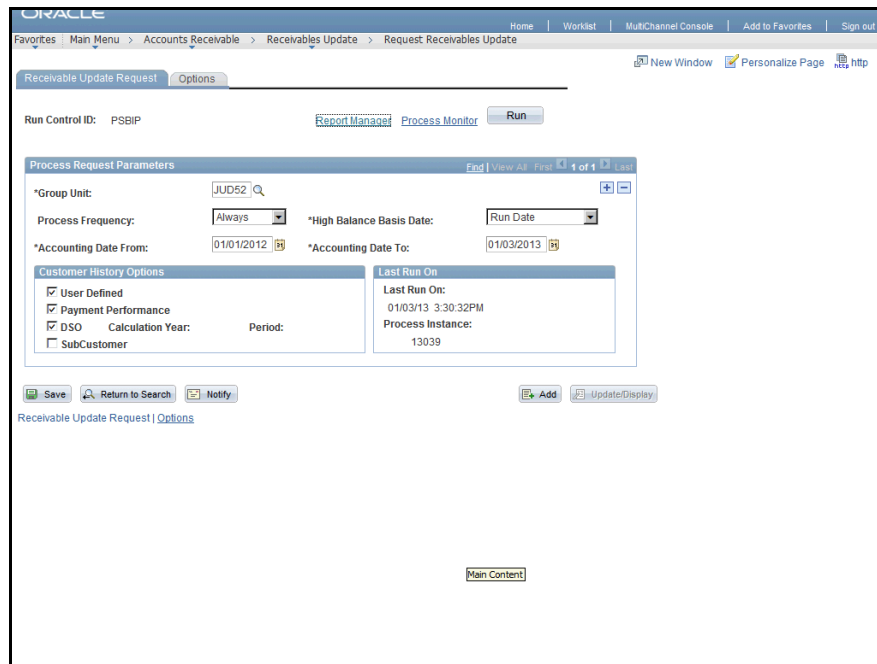
Last Run On: 01/03/13 3:30:32PM
 Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | [Options](#)

[Main Content](#)

| Step | Action |
|------|---|
| 8. | To schedule the process to run, click the Run button.  |



| Step | Action |
|------|---|
| 9. | You have successfully completed the <i>Understanding the Receivable Update (ARUPDATE) Process</i> topic. You have reviewed the Receivable Update Request page and process request parameters required to run the process. End of Procedure. |

Lesson 3: Processing Cash Register Transactions from the BUS Interface

Lesson Overview

The Billing and Receivables modules in GEARS will collect data from each local court cash register (UCS, RCS, and standalone) through the Judiciary Information Systems (JIS) Back Office interface, called the "BUS", which aggregates and standardizes the data for collection in GEARS. Upon register Z out / reset, each court location will run the BUS interface (an on-demand process). Local Accounting personnel will review transaction totals by Batch Agency, court location, and date, ensuring the BUS totals match that of the Z Report. Personnel will add the treasury number to cash and check transactions - this will carry forth on the Daily TRN

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



(Transaction) file so GAD (General Accounting Division) can match the transaction with the bank deposit in FMIS (Financial Management Information System).

Lesson Objectives

After completing this lesson, you will be familiar with:

- Allocating revenue using invoices
- How to record cash drawer deposits

3.1 Running the BUS Interface to Billing (Detail Side of Transaction)

Running the BUS Interface to Billing (Detail Side of Transaction)

The Cash Register interface process will create a new bill in the GEARS Billing module. Each bill corresponds with a register receipt. The transaction code from the Cash Register will be mapped to a Charge Code in GEARS. Each Charge Code will have an appropriate Revenue Account(s) assigned. Upon completion of the Billing process (after the Single Action Invoice Process is run), the appropriate Revenue and Customer journal entries will be created. For case and traffic related transactions, the case or ticket number will be automatically entered in the Bill of Lading field.

In this section, you will use several pages within the Billing module to run the BUS Interface to Billing (Detail Side of Transaction).

After completing this section, you will be able to process the 6 key steps:

- Enter the treasury code on the Staging Approval page
- Run the billing interface
- Run the FAR Report and verify the revenue allocation
- Adjust revenue allocation by bill line
- Change the status of bills en masse
- Run the Single Action Invoice Process

3.1.1 Entering the Treasury Code on Staging Approval Page

Judiciary Information Systems (JIS) Back Office interface enables fiscal office users to send revenue data to JIS's Enterprise Service Bus. JIS's Enterprise Service Bus collects and transforms the revenue data to a common format and then sends the data to GEARS. In GEARS, the **Staging Approval** page provides a means of reviewing transactions sent from JIS's Enterprise Service Bus interface to GEARS prior to allocating revenue.

GEARS **Staging Approval** page is a key link between JIS and GEARS in that all transactions must be approved on this page before these transactions can be loaded into GEARS. Transactions are displayed for a specific Batch County, District, Location, and ZDate after they are submitted from the JIS Website. User security is in place that only allows users to access their appropriate Batch Counties.

You use the Staging Approval page to verify the accuracy of the data, including verifying that staging table totals match Z report totals (by court location and date). If the totals and data match,

the next step is to enter Treasury Code per line item (which represents a court location on a specific date).

If the totals and data do not match, the discrepancy will need to be diagnosed, and the data will need to be wiped clean from the staging table, and the Cash Register Interface (BUS) will need to be re-run.




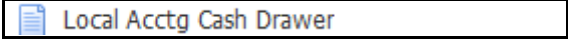
In this topic, you will use the **Staging Approval** page in GEARS Billing to enter the Treasury Code on the Staging Approval page.

After completing this topic, you will be able to:

- Access the Staging Approval page and verify Z Report totals match totals in staging table by court location and date
- Enter the Treasury Code on the Staging Approval page

Procedure

In this topic, you will learn how the BUS interface will transmit data from the cash register to the staging table.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Process LACD page. Click the Main Menu button.  |
| 2. | Click the Maryland Judiciary menu.  |
| 3. | Click the AOC Interfaces menu.  |
| 4. | Click the Local Acctg Cash Drawer menu.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



GEARS

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

New Window ? Help http

Process LACD

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Find an Existing Value Add a New Value

| Step | Action |
|------|---|
| 5. | <p>The Local Accounting Cash Drawer - Process LACD search page displays.</p> <p>Clicking on Search will take you to the Staging Approval page.</p> <p>Click the Search button.</p> <p>Search</p> |

Oracle
Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Process LACD | MOP Totals


Run Control ID: PROCESS_CASH_DRAWER_RECEIPTS [Report Manager](#) [Process Monitor](#) [Run](#)

County [Update List](#)

| Zdate | District | Location | Amount | Process Selected Dates | Delete Selected Dates | Cash Treasury Code |
|-------|----------|----------|--------|------------------------|-----------------------|--------------------|
| 1 | | | | | | |

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

| Step | Action |
|------|--|
| 6. | <p>The Process LACD page displays.</p> <p>Click the Look up County button.</p>  |

Oracle
Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer

Process LACD | MOP Totals

Run Control ID: PROCESS_CASH_DRAWER_RECEIPTS [Report Manager](#) [Process Monitor](#) [Run](#)

County [Update List](#)

| Zdate | District | Location | Amount | Process Selected Dates | Delete Selected Dates | Cash Treasury Code |
|-------|----------|----------|--------|------------------------|-----------------------|--------------------|
| 1 | | | | | | |

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Process LACD | MOP Totals

Look Up County

Search by: Batch County begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

| View 100 | First | 1 of 1 | Last |
|---|-------|--------|------|
| Batch County AOC COURT AOC Court Location | | | |




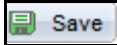
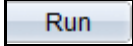
Training Guide

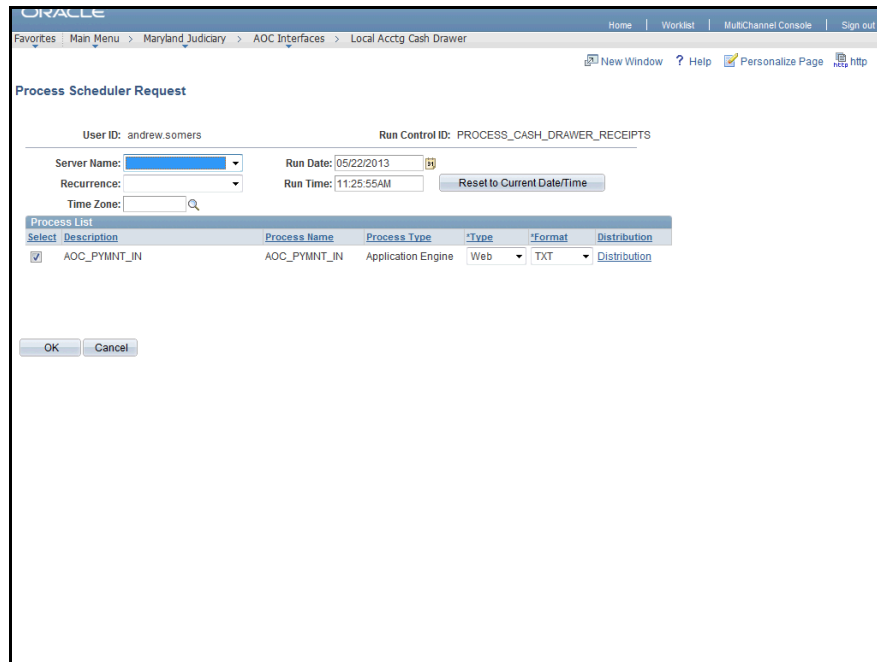
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

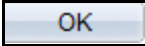



GEARS

General Enterprise And Resource Support

| Step | Action |
|------|--|
| 7. | The Look Up County window displays. Click the 01 link.  |
| 8. | Select Update List to obtain the cash register transaction(s) that were transmitted from the BUS Interface for that County. Click the Update List button.  |
| 9. | The list of cash drawer receipts to be verified and processed displays (by receipt date, district, location, and amount). Click the Process Selected Dates option for the second line item.  |
| 10. | Enter the desired information into the Cash Treasury Code field. Enter " 123456 " for example. |
| 11. | Click the Save button.  |
| 12. | Selecting Run initiates a batch process that allocates revenue, creates customers, creates bills, and creates the FAR report. Click the Run button.  |



| Step | Action |
|------|--|
| 13. | <p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p>  |
| 14. | <p>Click the Process Monitor link to see the transaction is in queue to be processed.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
 Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer
 Home | Worklist | MultiChannel Console | Sign out
 New Window ? Help Personalize Page http

Process List | Server List

Actions

User ID Type Last 1 Days Refresh

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 19852 | | Application Engine | AOC_PYMNT_IN | andrew.somers | 05/22/2013 11:25:55AM EDT | Success | Posted | Details |

Go back to Process LACD

Save Notify

Process List | Server List

| Step | Action |
|------|---|
| 15. | <p>The Process List displays.</p> <p>Click the Refresh button.</p> <div>Refresh</div> |

ORACLE
 Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Acctg Cash Drawer
 Home | Worklist | MultiChannel Console | Sign out
 New Window ? Help Personalize Page http

Process List | Server List

Actions

User ID Type Last 1 Days Refresh

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

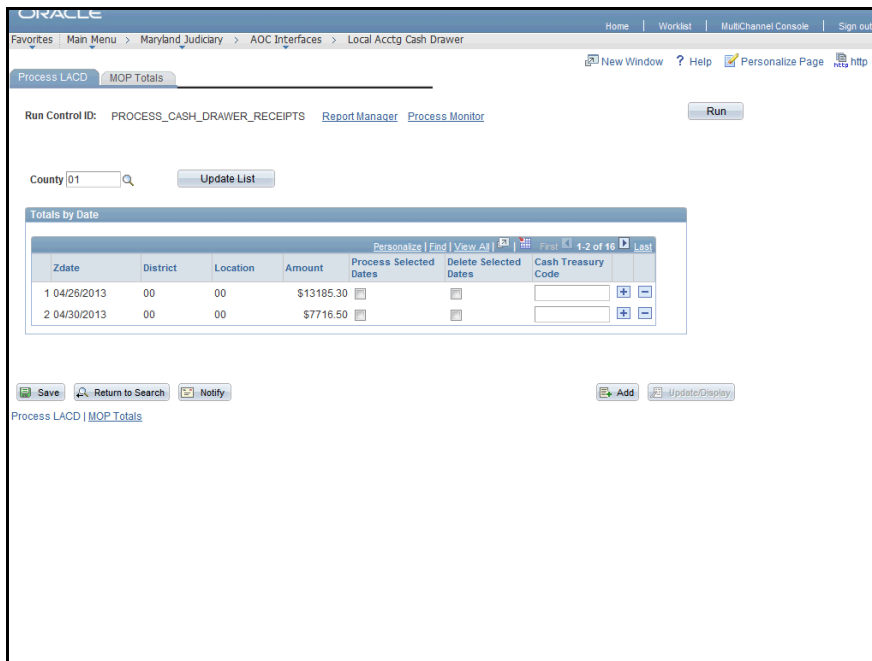
| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 19852 | | Application Engine | AOC_PYMNT_IN | andrew.somers | 05/22/2013 11:25:55AM EDT | Success | Posted | Details |

Go back to Process LACD

Save Notify

Process List | Server List

| Step | Action |
|------|--|
| 16. | <p>The Run Status is now "Success" and the Distribution Status is now "Posted".</p> <p>Click the Go back to Process LACD link.</p> <p>Go back to Process LACD</p> |
| 17. | <p>We have returned to the Staging Approval page.</p> <p>Click the Update List button.</p> <p>Update List</p> |



| Step | Action |
|------|--|
| 18. | <p>Since we have successfully processed the previous transaction, the transaction no longer appears in the Staging Approval page.</p> |
| 19. | <p>You have successfully completed the <i>Entering Treasury Code on Staging Approval Page</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - transmit data from the cash register to the staging table <p>End of Procedure.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



3.1.2 Running the Billing Interface

After the cash register data has been verified and run successfully in the staging table, the next step in the process is to load the cash register data from the staging table to the Billing module for subsequent processing. This process is performed by running the Billing Interface Process.




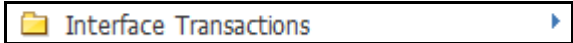
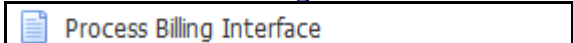
In this topic, we will demonstrate how to initiate the Billing Interface Process and includes the steps to verify that the process ran successfully.

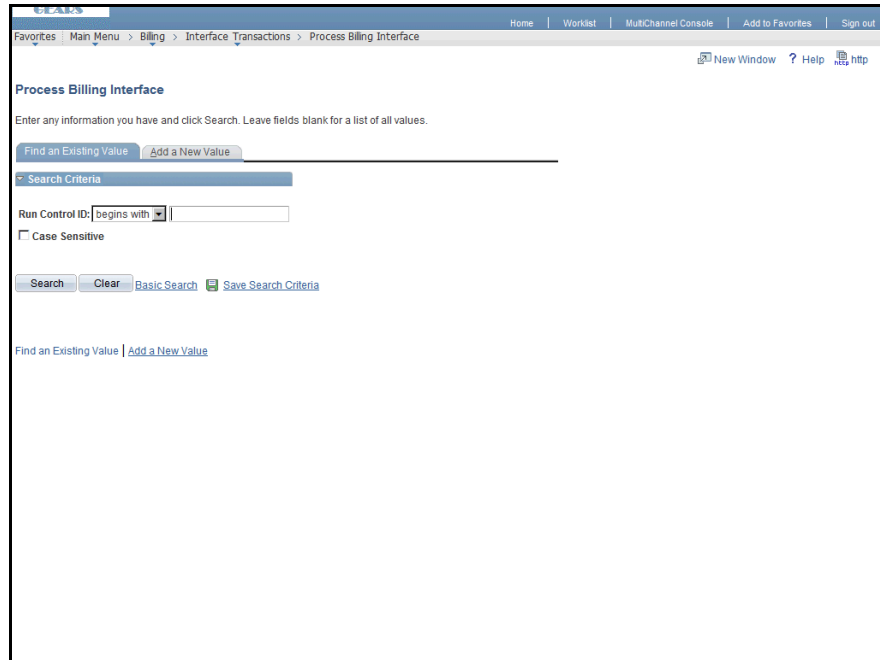
After completing this topic, you will be able to:

- Load staging table data into GEARS Billing by running the Billing Interface process

Procedure

In this topic, you will learn how to run the **Billing Interface** successfully to load staging table data into GEARS Billing.

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Process Billing Interface page. Click the Main Menu button.  |
| 2. | Click the Menu sort button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Interface Transactions menu.  |
| 5. | Click the Process Billing Interface menu.  |



Process Billing Interface

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

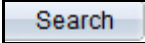
Search Criteria

Run Control ID: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

| Step | Action |
|------|--|
| 6. | <p>The Find an Existing Value page displays. Use this page to enter your search criteria for the Run Control ID.</p> <p>Click the Search button.</p> <div>  </div> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Favorites | Main Menu | Billing | Interface Transactions | Process Billing Interface

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page http


Process Billing Interface

Run Control ID: PROCESS_CASH_DRAWER_RECEIPTS [Report Manager](#) [Process Monitor](#) [Run](#)

*From Interface ID:

To Interface ID:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

| Step | Action |
|------|--|
| 7. | <p>The Process Billing Interface page displays.</p> <p>Click the Look up From Interface ID button.</p>  |

ORACLE

Favorites | Main Menu | Billing | Interface Transactions | Process Billing Interface

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page http

Process Billing Interface

Run Control ID: PROCESS_CASH_DRAWER_RECEIPTS [Report Manager](#) [Process Monitor](#) [Run](#)

*From Interface ID:

To Interface ID:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Look Up From Interface ID


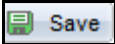
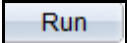
Interface ID:

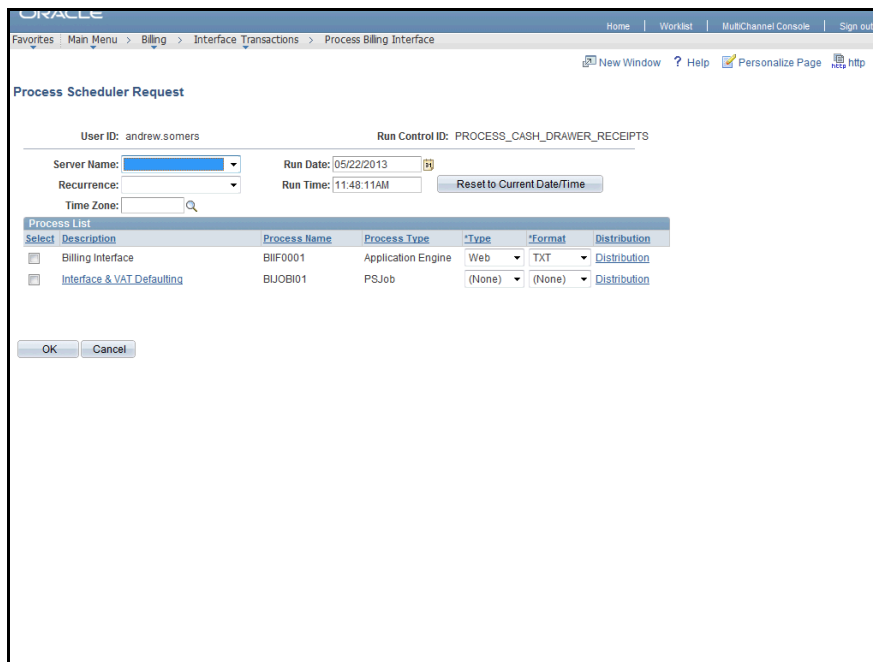
[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)


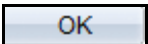
Search Results

View 100 First 1 of 1 Last

| Interface ID | Business Unit |
|--------------|---------------|
| 1154 | JUD01 |

| Step | Action |
|------|--|
| 8. | <p>The Look Up From Interface ID window displays.</p> <p>Click the 196 link.</p>  |
| 9. | <p>The From Interface ID and To Interface ID fields are filled.</p> <p>Click the Save button.</p>  |
| 10. | <p>Click the Run button.</p>  |



| Step | Action |
|------|--|
| 11. | <p>The Process Scheduler Request page displays.</p> <p>Click the Select option for Billing Interface.</p>  |
| 12. | <p>Click the OK button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 13. | Click the Process Monitor link. Process Monitor |

Oracle Process Billing Interface

Process List | Server List

Actions

User ID: Type: Last: Days: Refresh

Server: Name: Instance: to:

Run Status: Distribution Status: Save On Refresh: ☒

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 19857 | | Application Engine | BIIF0001 | andrew.somers | 05/22/2013 11:48:11AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 19852 | | Application Engine | AOC_PYMNT_IN | andrew.somers | 05/22/2013 11:25:55AM EDT | Success | Posted | Details |

Go back to Process Billing Interface

Save Notify

Process List | [Server List](#)

| Step | Action |
|------|---|
| 14. | The Process List displays. Click the Refresh button until the Run Status and Distribution Status are changed. Refresh |
| 15. | Click the Details link once the Run Status reads Success and the Distribution Status reads Posted . Details |

Process Detail

Process

| | | | |
|------------|----------|---------------------|--------------------|
| Instance | 19263 | Type | Application Engine |
| Name | BIFF0001 | Description | Billing Interface |
| Run Status | Success | Distribution Status | Posted |

Run

| | | |
|----------------|------------------------------|---------------------------------------|
| Run Control ID | PROCESS_CASH_DRAWER_RECEIPTS | <input type="radio"/> Hold Request |
| Location | Server | <input type="radio"/> Queue Request |
| Server | PSUNIX | <input type="radio"/> Cancel Request |
| Recurrence | | <input type="radio"/> Delete Request |
| | | <input type="radio"/> Restart Request |

Date/Time

| | | | |
|--------------------|--------------------------|--------------------------------|----------------------------|
| Request Created On | 06/21/2013 1:41:27PM EDT | Parameters | Transfer |
| Run Anytime After | 06/21/2013 1:41:12PM EDT | Message Log | View Locks |
| Began Process At | 06/21/2013 1:41:42PM EDT | Batch Timings | |
| Ended Process At | 06/21/2013 1:42:25PM EDT | View Log/Trace | |

Actions

OK Cancel

| Step | Action |
|------|--|
| 16. | <p>The Process Detail page displays.</p> <p>Click the Message Log link.</p> <p>Message Log</p> |

Message Log

Process

| | | | |
|-----------|----------|--------------|--------------------|
| Instance: | 19263 | Type: | Application Engine |
| Name: | BIFF0001 | Description: | Billing Interface |

Message Log

| Severity | Log Time | Message Text | Explain |
|----------|-----------|--|-------------------------|
| 10 | 1:41:52PM | BI Interface was started: 192 To: 192 Option: ALL | Explain |
| 10 | 1:42:19PM | Transactions in Error: 0 | Explain |
| 10 | 1:42:19PM | New Bill Headers Created: 1 | Explain |
| 10 | 1:42:19PM | New Bill Lines Created: 4 | Explain |
| | 1:42:29PM | Published message with ID f1c52822-da90-11e2-a8b7-d2a7b34dd0c4 to create entry in folder GENERAL | Explain |
| | 1:42:30PM | Successfully posted generated files to the report repository | Explain |

[Return](#)

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 17. | The Message Log displays. This page will indicate the number of new bill headers and bill lines created. |
| 18. | You have successfully completed the <i>Run the Billing Interface</i> topic. You have learned to: - successfully run the Billing Interface to load the staging data table into GEARS Billing. End of Procedure. |

3.1.3 Running the FAR Report, Verify Revenue Allocation






The FAR Report stands for **Funds Allocation Report**. Local Accounting personnel will use the FAR to review summarized accounting entries by PCA and Object prior to invoice finalization while there is still an opportunity to make adjustments prior to posting. The accounting entries are generated according to invoice, which corresponds to a register receipt.

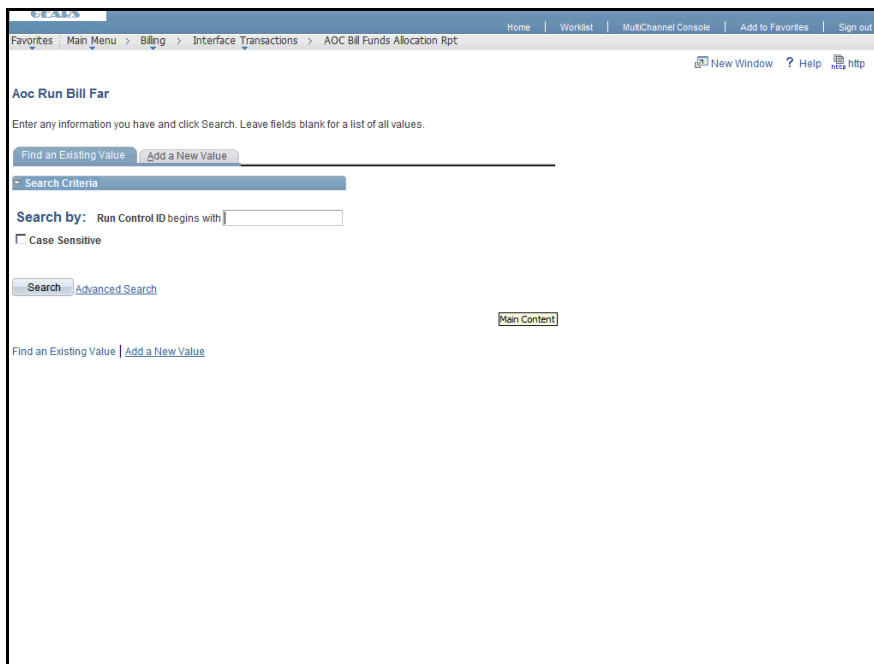
After completing this topic, you will be familiar with how to:

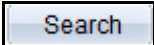
- Generate the FAR Report
- Match allocation totals following Local Accounting's guidelines and business processes

Procedure

In this topic, you will generate the **FAR Report** and successfully perform and allocate totals.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the AOC Run Bill FAR page. Click the Main Menu button.  |
| 2. | Click the Menu sort button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Interface Transactions menu.  |
| 5. | Click the AOC Bill Funds Allocation Rpt menu.  |



| Step | Action |
|------|---|
| 6. | <p>The Find an Existing Value tab displays.</p> <p>Click the Search button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page http

AOC Run FAR


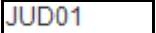

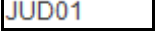

Run Control ID: PROCESS_CASH_DRAWER_RECEIPTS Report Manager Process Monitor Run

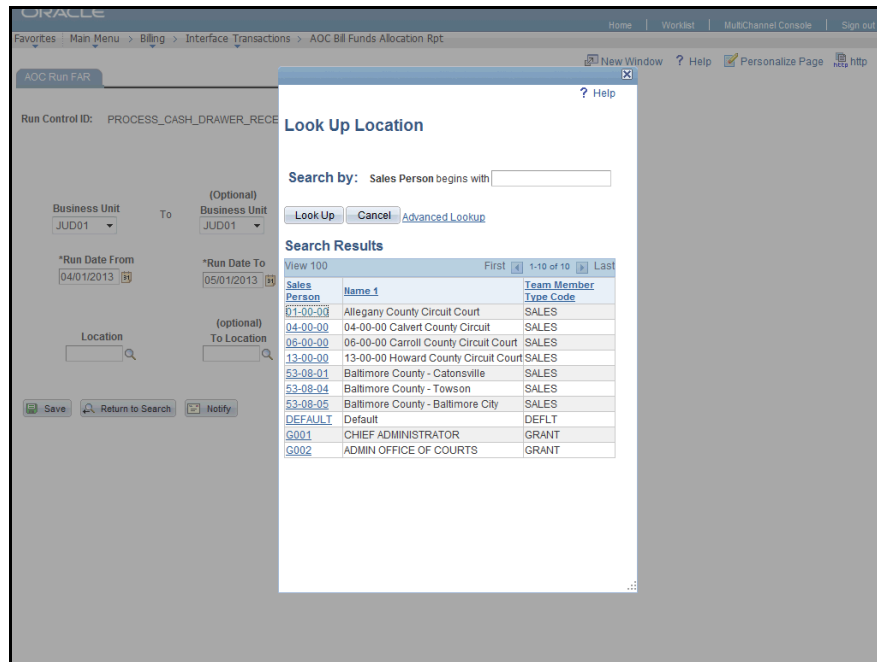
Business Unit To (Optional) Business Unit

*Run Date From *Run Date To

Location (optional) To Location

Save Return to Search Notify Add Update/Display

| Step | Action |
|------|---|
| 7. | The AOC Run FAR page displays. Use this page to enter criteria to execute the report. Click the Business Unit list.  |
| 8. | Click the JUD01 list item.  |
| 9. | Click the (Optional) Business Unit list.  |
| 10. | Click the JUD01 list item.  |
| 11. | Enter the desired information into the Run Date From field. Enter " 040113 " for example. |
| 12. | Enter the desired information into the Run Date To field. Enter " 040113 ". |
| 13. | Click the Look up Location button.  |



Run Control ID: PROCESS_CASH_DRAWER_RECE

Business Unit: JUD01 To (Optional) Business Unit: JUD01

*Run Date From: 04/01/2013 *Run Date To: 05/01/2013

Location: To Location: (optional)

Save Return to Search Notify

Look Up Location


Search by: Sales Person begins with

Look Up Cancel Advanced Lookup

Search Results

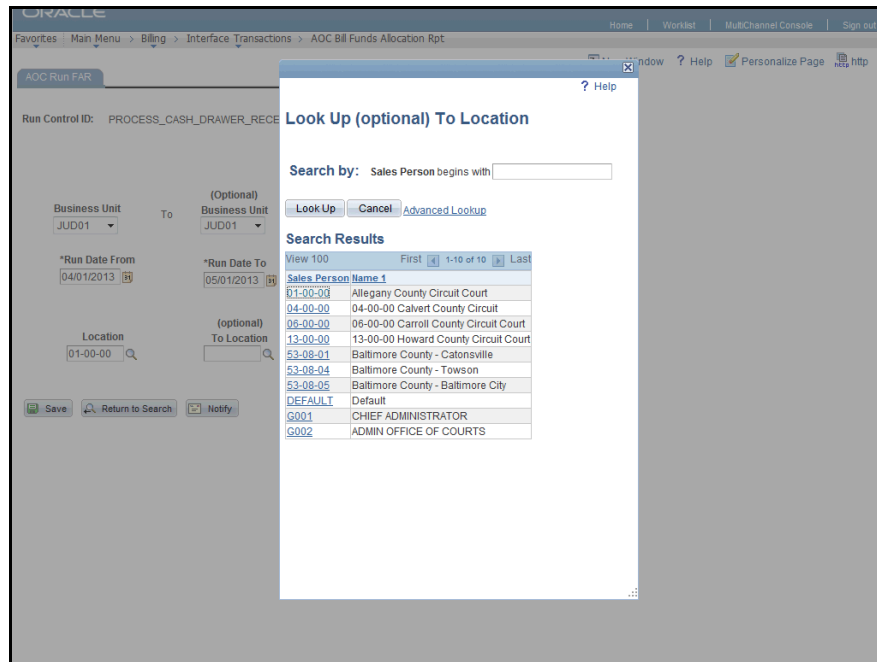
View 100 First 1-10 of 10 Last

| Sales Person | Name 1 | Team Member Type Code |
|--------------|---------------------------------------|-----------------------|
| 01-00-00 | Allegany County Circuit Court | SALES |
| 04-00-00 | 04-00-00 Calvert County Circuit | SALES |
| 06-00-00 | 06-00-00 Carroll County Circuit Court | SALES |
| 13-00-00 | 13-00-00 Howard County Circuit Court | SALES |
| 53-08-01 | Baltimore County - Catonsville | SALES |
| 53-08-04 | Baltimore County - Towson | SALES |
| 53-08-05 | Baltimore County - Baltimore City | SALES |
| DEFAULT | Default | DEFLT |
| G001 | CHIEF ADMINISTRATOR | GRANT |
| G002 | ADMIN OFFICE OF COURTS | GRANT |

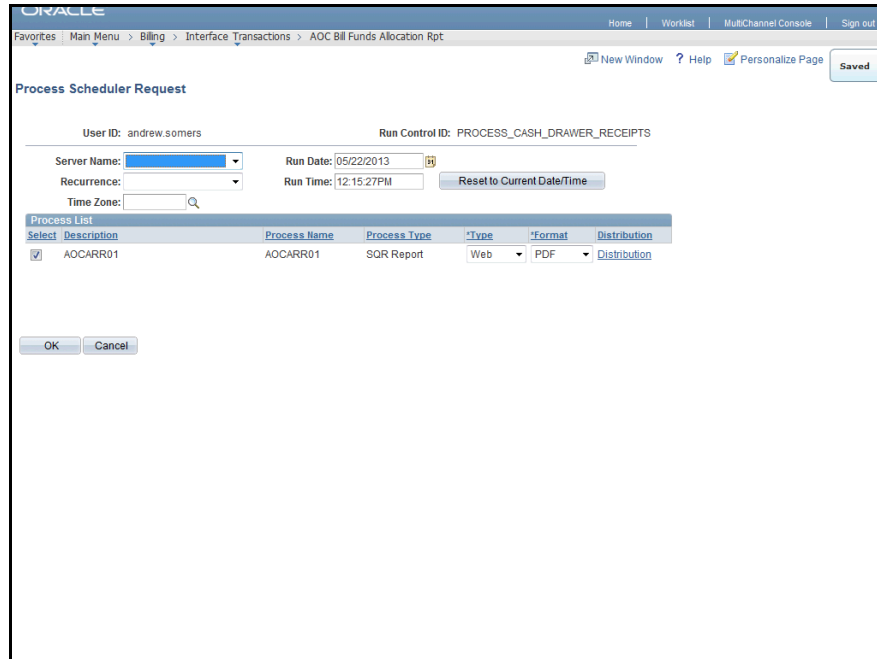
| Step | Action |
|------|---|
| 14. | <p>The Look Up Location window displays.</p> <p>Click the 01-00-00 link.</p> <p>01-00-00</p> |
| 15. | <p>Click the Look up (optional) To Location button.</p> <p></p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 16. | <p>The Look Up (optional) To Location window displays.</p> <p>Click the 04-00-00 link.</p> <p>04-00-00</p> |
| 17. | <p>Click the Run button.</p> <p>Run</p> |



Oracle
Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page Saved

Process Scheduler Request

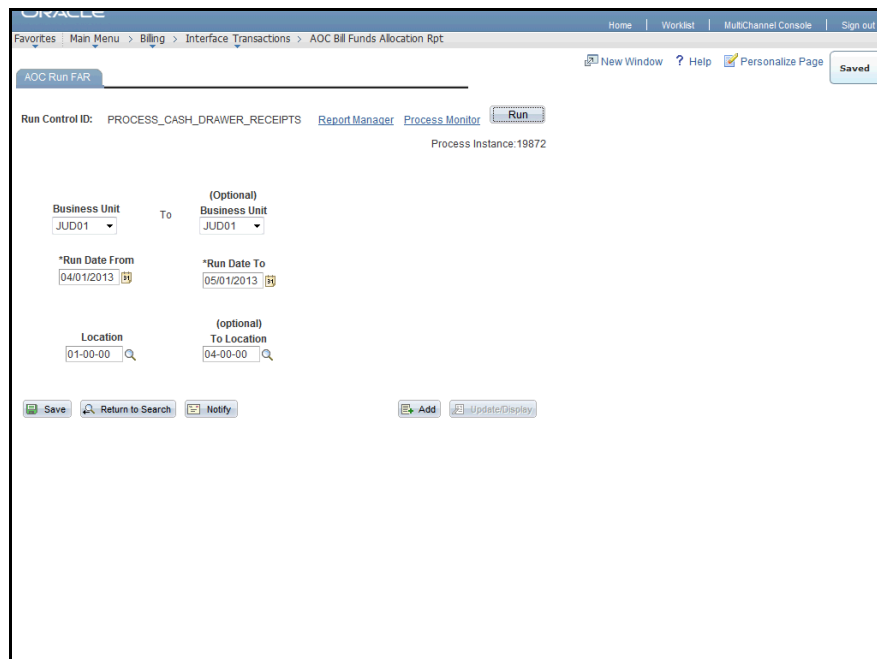
User ID: andrew.somers Run Control ID: PROCESS_CASH_DRAWER_RECEIPTS

Server Name: [dropdown] Run Date: 05/22/2013 [calendar icon]
 Recurrence: [dropdown] Run Time: 12:15:27PM [Reset to Current Date/Time]
 Time Zone: [dropdown]

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | AOCARR01 | AOCARR01 | SQR Report | Web | PDF | Distribution |

OK Cancel

| Step | Action |
|------|---|
| 18. | <p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p> <div>OK</div> |



Oracle
Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help Personalize Page Saved

AOC Run FAR

Run Control ID: PROCESS_CASH_DRAWER_RECEIPTS Report Manager Process Monitor Run

Process Instance: 19872

Business Unit: JUD01 To (Optional) Business Unit: JUD01

*Run Date From: 04/01/2013 [calendar icon] *Run Date To: 05/01/2013 [calendar icon]

Location: 01-00-00 [search icon] (optional) To Location: 04-00-00 [search icon]

Save Return to Search Notify Add Update Display

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 19. | <p>The AOC Run FAR page displays.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p> |

Oracle AOC Run FAR Page

Process List | Server List

Actions

User ID: andrew.somers | Type: | Last: | Days: 1 | Refresh

Server: | Name: | Instance: | Run Status: | Distribution Status: | Save On Refresh

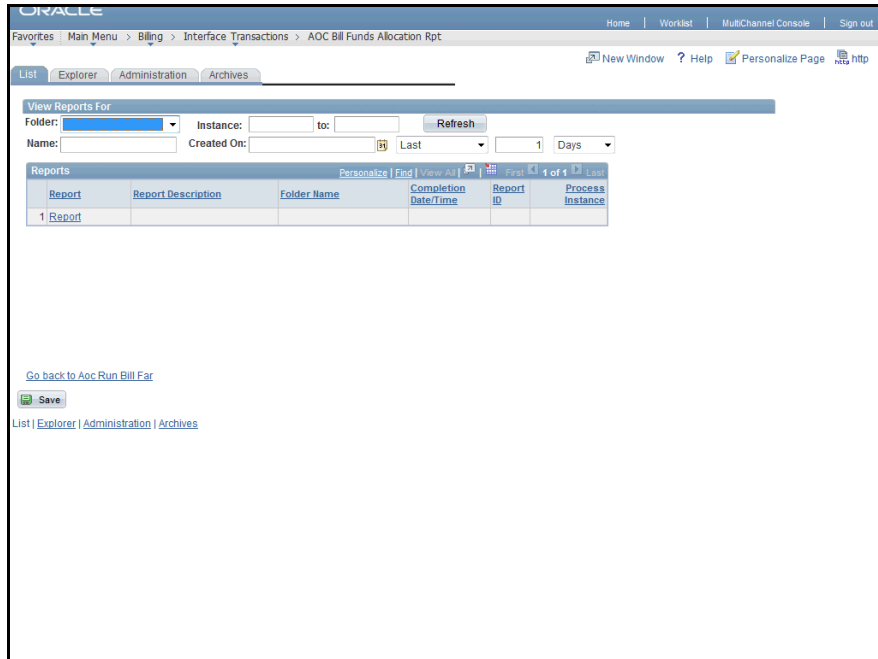
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|---------------|---------------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 19872 | | SOR Report | AOCARR01 | andrew.somers | 05/22/2013 12:15:27PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 19857 | | Application Engine | BIIF0001 | andrew.somers | 05/22/2013 11:48:11AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 19852 | | Application Engine | AOC_PYMINT_IN | andrew.somers | 05/22/2013 11:25:55AM EDT | Success | Posted | Details |

[Go back to Aoc Run Bill Far](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

| Step | Action |
|------|--|
| 20. | <p>The Process List displays.</p> <p>Click the Refresh button until the Run Status and Distribution Status are changed.</p> <p>Refresh</p> |
| 21. | <p>Click the Go back to Aoc Run Bill Far link.</p> <p>Go back to Aoc Run Bill Far</p> |
| 22. | <p>You have returned to the AOC Run FAR page.</p> <p>Click the Report Manager link.</p> <p>Report Manager</p> |



Oracle
Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

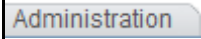
List | Explorer | Administration | Archives

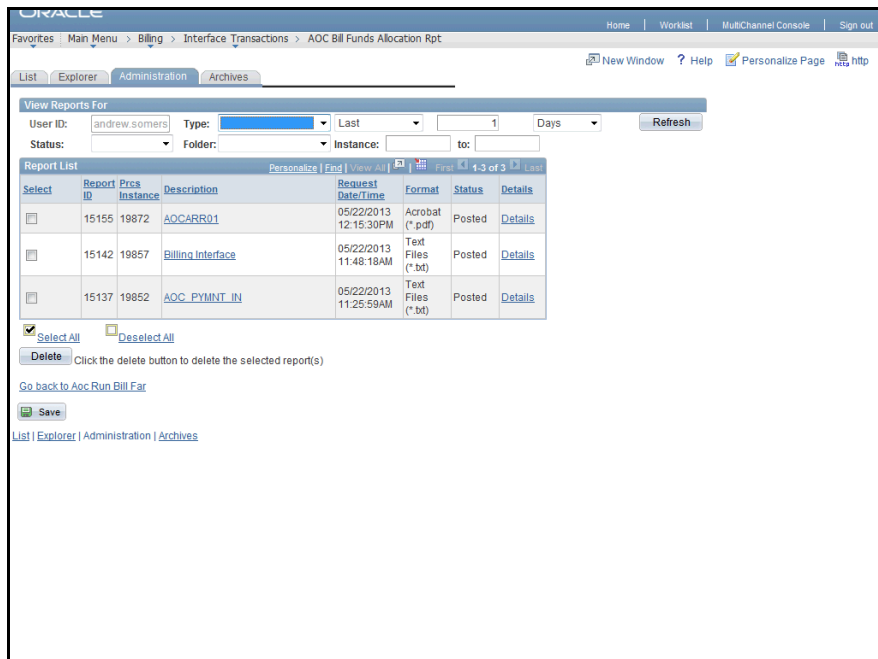
View Reports For
Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh
Name: [text] Created On: [dropdown] Last 1 Days

| Report | Report Description | Folder Name | Completion Date/Time | Report ID | Process Instance |
|----------|--------------------|-------------|----------------------|-----------|------------------|
| 1 Report | | | | | |

Go back to Aoc Run Bill Far
Save

List | Explorer | Administration | Archives

| Step | Action |
|------|--|
| 23. | <p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p>  |



Oracle
Favorites | Main Menu > Billing > Interface Transactions > AOC Bill Funds Allocation Rpt

List | Explorer | Administration | Archives

View Reports For
User ID: [text] Type: [dropdown] Last [dropdown] 1 Days Refresh
Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

| Select | Report ID | Proc Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|-------------------|-----------------------|--------------------|--------|---------|
| <input type="checkbox"/> | 15155 | 19872 | AOCARR01 | 05/22/2013 12:15:30PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 15142 | 19857 | Billing Interface | 05/22/2013 11:48:18AM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 15137 | 19852 | AOC PYMNT_IN | 05/22/2013 11:25:59AM | Text Files (*.txt) | Posted | Details |

Select All Deselect All
Delete Click the delete button to delete the selected report(s)
Go back to Aoc Run Bill Far
Save

List | Explorer | Administration | Archives

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 24. | <p>The Administration tab displays.</p> <p>Click the AOCARR01 link to view the report.</p> <p>AOCARR01</p> |

| | | Funds Allocation Report | |
|----------------|--------------------------------|-------------------------|--------------------------|
| Bank: | 01 M&T Revenue | Printed: | 22-MAY-2013 |
| Control #: | 123456 | Deposit Date: | 29-APR-2013 |
| Business Unit: | Allegheny County Circuit Court | | |
| Location: | Allegheny County Circuit Court | | |
| Verified By: | | | |
| PCA | OBJECT | AMOUNT | DESCRIPTION |
| 01010 | 5460 | \$109.23 | 3% on Local Licenses |
| 01010 | 5463 | \$32.50 | State Business Licenses |
| 01010 | 5466 | \$835.25 | General Fund |
| 01270 | 9588 | \$6,868.52 | Local Revenue - Receipts |
| 01280 | 3765 | \$60.00 | Cig/Special Retailer |
| 01360 | 3012 | \$2,027.50 | Transfer Tax |
| | | \$10,003.00 | Total Deposited |

| Step | Action |
|------|---|
| 25. | <p>The Funds Allocation Report (FAR) displays in a new window.</p> <p>Print the report using your internet browser options, if desired.</p> |
| 26. | <p>You have successfully completed the <i>Run the FAR Report, Verify Revenue Allocation</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - allocate totals - generate the FAR report <p>End of Procedure.</p> |

3.1.4 Adjusting Revenue Allocation by Bill Line

In situations when incorrect revenue allocation is discovered, Local Accounting personnel will need to identify the invoice and associating bill lines to adjust in order to correct revenue allocation.

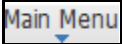




In this topic, you will use the **Standard Billing** page to adjust the revenue allocation of the invoice on the bill line.

After completing this topic, you will be familiar with how to:

- Modify amounts in Revenue Allocation accounts by changing the Charge Code by Bill Line

Procedure

In this topic, you will learn how to modify the amounts in the **Revenue Allocation Accounts**.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Bill Entry page. Click the Main Menu button.  |
| 2. | Click the Menu sort button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Maintain Bills menu.  |
| 5. | Click the Standard Billing menu.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help http

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = [] []

Invoice: begins with [] []

Bill Status: = [] []

Customer: begins with [] []

Contract: begins with [] []


Bills in Business Unit: = [] []

Template Invoice Flag: = [] []

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

| Step | Action |
|------|--|
| 6. | <p>The Bill Entry search page displays.</p> <p>Click the Look up Business Unit button.</p>  |

ORACLE

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Home | Worklist | MultiChannel Console | Sign out

New Window ? Help http

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = [] []

Invoice: begins with [] []

Bill Status: = [] []

Customer: begins with [] []

Contract: begins with [] []

Bills in Business Unit: = [] []

Template Invoice Flag: = [] []

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Look Up Business Unit

Business Unit: begins with [] []


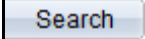

Look Up Clear Cancel Basic Lookup

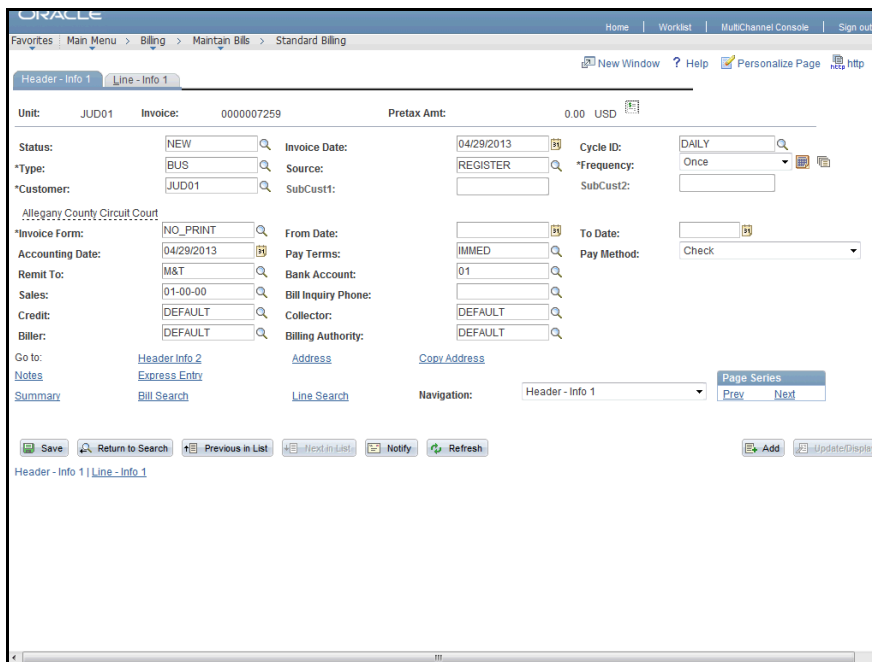
Search Results

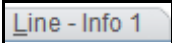


View 100 First 1-3 of 3 Last

| Business Unit | Description |
|---------------|--------------------------------|
| JUD01 | Allegheny County Circuit Court |
| JUD02 | Anne Arundel Circuit Court |
| JUD05 | Caroline County Circuit Court |

javascript:submitAction_wnd(document.wnd, 'RICA-A/Search');

| Step | Action |
|------|--|
| 7. | The Look Up Business Unit window displays. Click the JUD01 link.  |
| 8. | Click the Search button.  |
| 9. | Scroll down to reveal additional fields. |
| 10. | Click the JUD01 link for Inv 0000007259 .  |




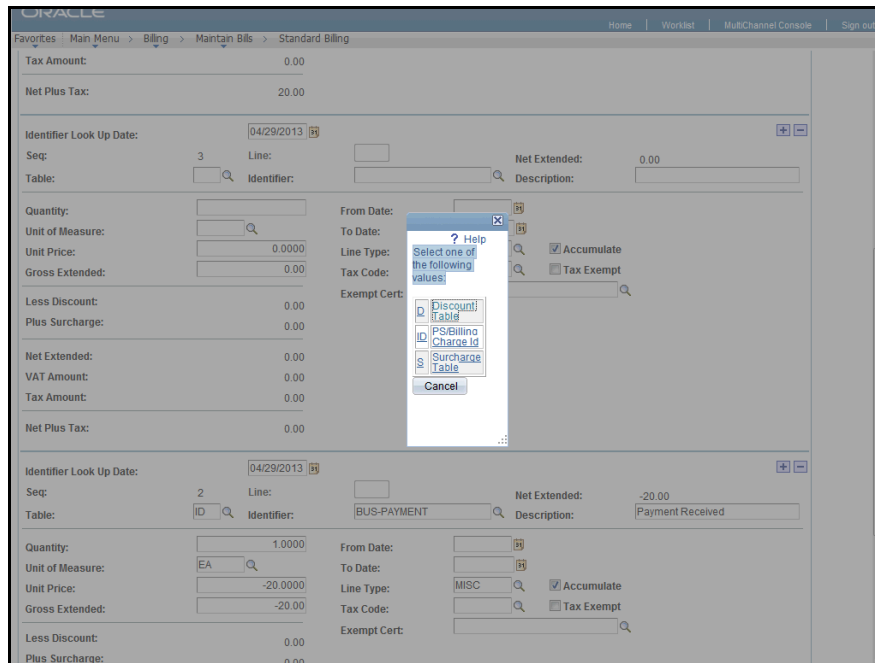
| Step | Action |
|------|--|
| 11. | The Standard Billing - Header - Info 1 page displays. Click the Line - Info 1 tab.  |
| 12. | Click the View All link.  |
| 13. | Click the Add a new row at row 1 button.  |



Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 14. | Move the scrollbar down to reveal additional fields. |
| 15. | Click the Look up Table button.  |



| Step | Action |
|------|--|
| 16. | Click the ID link.  |
| 17. | Click the Look up Identifier button.  |

Look Up Identifier

SetID: JUD01
Billing Currency: USD
Identifier: begins with
Description: begins with

[Basic Lookup](#)

Search Results

| Identifier | Effective Date | Description | Unit of Measure | List Price | Distribution Code |
|-------------|----------------|---------------------------------|-----------------|------------|-------------------|
| BAD-CHECK | 01/01/1952 | Bad Check Charge | EA | 10 | REV NONE |
| BUS-PAYMENT | 01/01/1952 | Payment Received | EA | 0 | BUS PMT |
| CCS-0020 | 01/01/1952 | Licenses - State | EA | 0 | (blank) |
| CCS-0044 | 01/01/1952 | Local Licenses - Issuing Fee | EA | 0 | (blank) |
| CCS-0048 | 01/01/1952 | Local Licenses - Music Box - C | EA | 0 | (blank) |
| CCS-0050 | 01/01/1952 | Local Licenses - Penalty | EA | 0 | (blank) |
| CCS-0071 | 01/01/1952 | Local Licenses - Issuing Fee | EA | 0 | (blank) |
| CCS-0075 | 01/01/1952 | Licenses - Special Retail Ciga | EA | 0 | (blank) |
| CCS-0110 | 01/01/1952 | Licenses - Barton | EA | 0 | (blank) |
| CCS-0184 | 01/01/1952 | Local Licenses - Pinball - Cou | EA | 0 | (blank) |
| CCS-0210 | 01/01/1952 | Licenses - Cumberland | EA | 0 | (blank) |
| CCS-0249 | 01/01/1952 | Local Licenses - Music Box \$20 | EA | 0 | (blank) |
| CCS-0284 | 01/01/1952 | Local Licenses - Pinball - Cou | EA | 0 | (blank) |
| CCS-0310 | 01/01/1952 | Licenses - Frostburg | EA | 0 | (blank) |
| CCS-0348 | 01/01/1952 | Local Licenses - Music Box - C | EA | 0 | (blank) |
| CCS-0384 | 01/01/1952 | Local Licenses - Pinball - Cou | EA | 0 | (blank) |
| CCS-0410 | 01/01/1952 | Licenses - Lonaconing | EA | 0 | (blank) |
| CCS-0484 | 01/01/1952 | Local Licenses - Music Box Add | EA | 0 | (blank) |
| CCS-0510 | 01/01/1952 | Licenses - Luke | EA | 0 | (blank) |
| CCS-0610 | 01/01/1952 | Licenses - Midland | EA | 0 | (blank) |

Exempt Cert:

| Step | Action |
|------|--|
| 18. | The Look Up Identifier window displays. Scroll down to RCS-21 |

Look Up Identifier

SetID: JUD01
Billing Currency: USD
Identifier: begins with
Description: begins with

[Basic Lookup](#)

Search Results

| Identifier | Effective Date | Description | Unit of Measure | List Price | Distribution Code |
|------------|----------------|--------------------------------|-----------------|------------|-------------------|
| RCS-19 | 01/01/1952 | LR - Photocopies (per page) | EA | 0 | (blank) |
| RCS-20 | 01/01/1952 | BL - State License Costs/Penal | EA | 0 | (blank) |
| RCS-21 | 01/01/1952 | BL - Transfer Fee | EA | 0 | (blank) |
| RCS-22 | 01/01/1952 | BL - Special Retail Cigarette | EA | 0 | (blank) |
| RCS-226 | 01/01/1952 | BL - Issuing Fees | EA | 0 | (blank) |
| RCS-2532 | 01/01/1952 | BL - County Pinball/Video Lice | EA | 0 | (blank) |
| RCS-2533 | 01/01/1952 | BL - County Music Box/Device L | EA | 0 | (blank) |
| RCS-2592 | 01/01/1952 | EC - Badge-Wand Replacement | EA | 0 | (blank) |
| RCS-2593 | 01/01/1952 | EC - Cell Phone | EA | 0 | (blank) |
| RCS-2594 | 01/01/1952 | EC - In-State Conf/Training | EA | 0 | (blank) |
| RCS-2595 | 01/01/1952 | EC - Interpreters | EA | 0 | (blank) |
| RCS-2597 | 01/01/1952 | EC - Office Phone | EA | 0 | (blank) |
| RCS-2598 | 01/01/1952 | EC - Postage | EA | 0 | (blank) |
| RCS-2599 | 01/01/1952 | Marriage - License/App | EA | 0 | (blank) |
| RCS-2601 | 01/01/1952 | Marriage - Civil Ceremony | EA | 0 | (blank) |
| RCS-2603 | 01/01/1952 | Marriage - NR Affidavit | EA | 0 | (blank) |
| RCS-2605 | 01/01/1952 | CC-Overage | EA | 0 | (blank) |
| RCS-2606 | 01/01/1952 | Marriage - Lic Replacement/Rei | EA | 0 | (blank) |
| RCS-2607 | 01/01/1952 | Marriage - Certified Copy | EA | 0 | (blank) |
| RCS-2732 | 01/01/1952 | CC-Shortage | EA | 0 | (blank) |
| RCS-2932 | 01/01/1952 | LR - County Transfer Tax | EA | 0 | (blank) |
| RCS-294 | 01/01/1952 | Passport - Photo Fee | EA | 0 | (blank) |
| RCS-295 | 01/01/1952 | CC-Overpayment by Check | EA | 0 | (blank) |
| RCS-2982 | 01/01/1952 | LR - Recording Fee with Taxes | EA | 0 | (blank) |
| RCS-302 | 01/01/1952 | LR - Deed (No-Taxes) Recording | EA | 0 | (blank) |
| RCS-303 | 01/01/1952 | LR - Deed (No-Taxes) Surcharge | EA | 0 | (blank) |
| RCS-3032 | 01/01/1952 | Certification of Copies | EA | 0 | (blank) |
| RCS-304 | 01/01/1952 | LR - Easement (No-Taxes) Surc | EA | 0 | (blank) |
| RCS-305 | 01/01/1952 | LR - Easement (with Taxes) Sur | EA | 0 | (blank) |
| RCS-306 | 01/01/1952 | LR - Easement (No-Taxes) Recor | EA | 0 | (blank) |
| RCS-307 | 01/01/1952 | LR - Easement (with Taxes) Rec | EA | 0 | (blank) |
| RCS-309 | 01/01/1952 | LR - Easement State Transfer T | EA | 0 | (blank) |
| RCS-310 | 01/01/1952 | LR - Additional Recording Fee | EA | 0 | (blank) |
| RCS-3132 | 01/01/1952 | BL - Local Lic Costs/Penalties | EA | 0 | (blank) |
| RCS-3133 | 01/01/1952 | BL - Local Lic Costs/Penalties | EA | 0 | (blank) |
| RCS-3135 | 01/01/1952 | BL - Local Lic Costs/Penalties | EA | 0 | (blank) |
| RCS-3136 | 01/01/1952 | BL - Local Lic Costs/Penalties | EA | 0 | (blank) |

Exempt Cert:

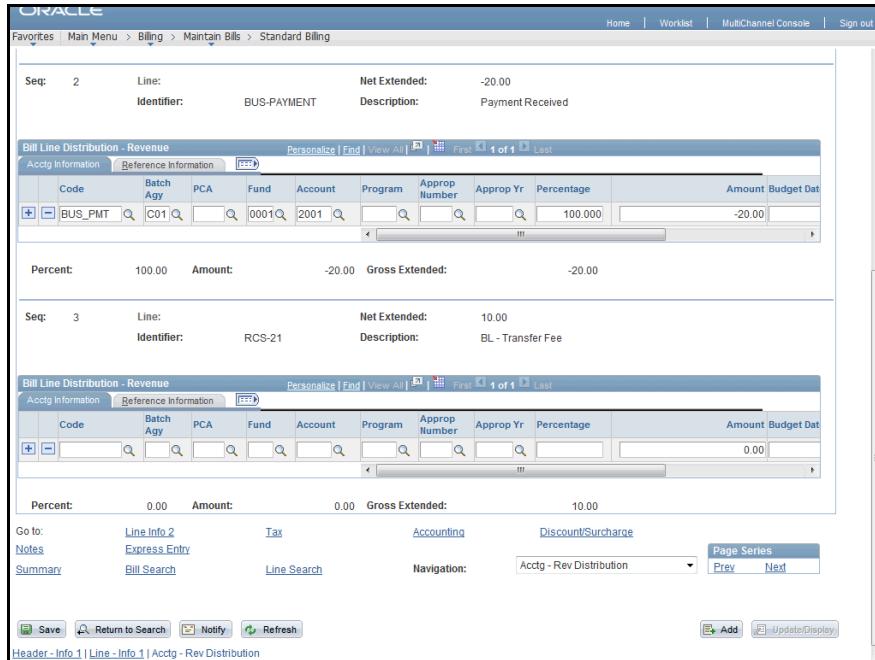
Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 19. | Click the link for the desired charge code to replace the erroneous one. In this example, click the RCS-21 link. |
| 20. | Enter the desired dollar amount into the Gross Extended field. Enter " 10 ". |
| 21. | Scroll down towards the bottom of the page. |
| 22. | Click the Accounting link. |

| Step | Action |
|------|--|
| 23. | The Acctg - Rev Distribution page displays. Scroll down to review all the information on the page. |



The screenshot displays the Oracle AR220 interface for managing customer billing. It shows two bill lines, Seq 2 and Seq 3, with their respective details and distributions.

Seq 2 Details:

- Line: 2
- Identifier: BUS-PAYMENT
- Net Extended: -20.00
- Description: Payment Received

Bill Line Distribution - Revenue (Seq 2):

| Code | Batch Agy | PCA | Fund | Account | Program | Approp Number | Approp Yr | Percentage | Amount | Budget Dat |
|---------|-----------|-----|------|---------|---------|---------------|-----------|------------|--------|------------|
| BUS_PMT | | C01 | | 0001 | 2001 | | | 100.000 | -20.00 | |

Percent: 100.00 Amount: -20.00 Gross Extended: -20.00

Seq 3 Details:

- Line: 3
- Identifier: RCS-21
- Net Extended: 10.00
- Description: BL - Transfer Fee

Bill Line Distribution - Revenue (Seq 3):

| Code | Batch Agy | PCA | Fund | Account | Program | Approp Number | Approp Yr | Percentage | Amount | Budget Dat |
|------|-----------|-----|------|---------|---------|---------------|-----------|------------|--------|------------|
| | | | | | | | | | 0.00 | |

Percent: 0.00 Amount: 0.00 Gross Extended: 10.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

Notes: [Express Entry](#)

Summary: [Bill Search](#) [Line Search](#)

Navigation: [Acctg - Rev Distribution](#) [Prev](#) [Next](#)

Buttons: [Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header: [Info 1](#) | [Line - Info 1](#) | [Acctg - Rev Distribution](#)

| Step | Action |
|------|---|
| 24. | <p>Notice the Bill Line Distribution - Revenue for "Seq. 3" is empty. You will now proceed to fill the Bill Line Distribution - Revenue line with the appropriate information. To do this, you will need to open a new window and navigate to the Charge Code page.</p> <p>Move towards the top of the page.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Unit: JUD01 Bill To: JUD01 Pretax Amt: 10.00 USD
Invoice: 0000007259 Allegany County Circuit Court Max Rows: 5

Header - Info 1 Line - Info 1 Acctg - Rev Distribution

Seq: 1 Line: Net Extended: 20.00
Identifier: CCS-189 Description: Recording Fee - \$20

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

| Code | Batch | PCA | Fund | Account | Program | Approp | Approp | Percentage | Amount | Budget |
|------------|-------|-------|------|---------|---------|--------|--------|------------|--------|--------|
| R010105466 | C01 | 01010 | 0001 | 5466 | 0101 | A0100 | AY2013 | 100.000 | 20.00 | |

Percent: 100.00 Amount: 20.00 Gross Extended: 20.00



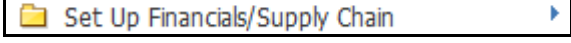


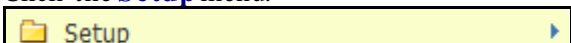

Seq: 2 Line: Net Extended: -20.00
Identifier: BUS-PAYMENT Description: Payment Received

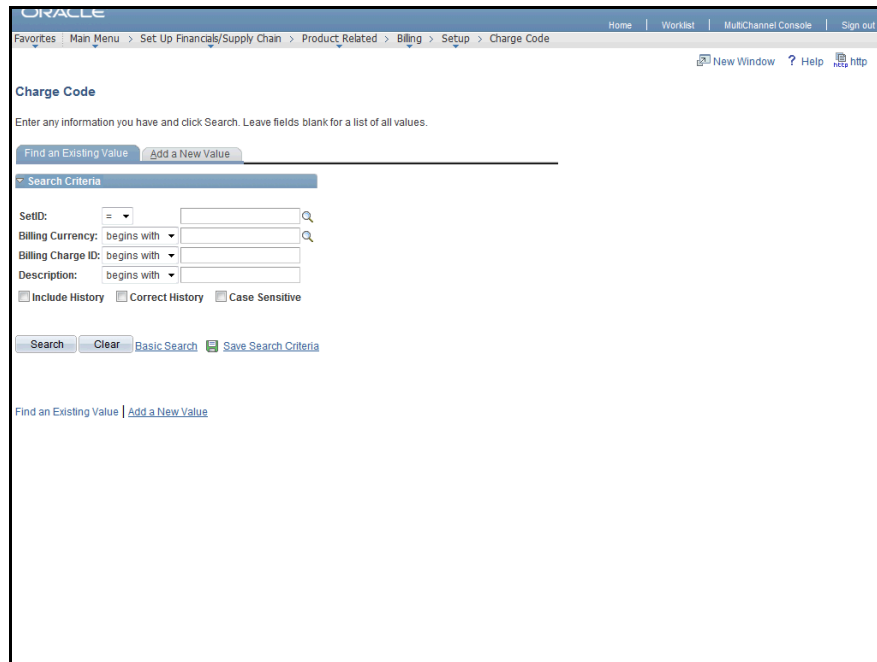
Bill Line Distribution - Revenue

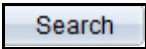

| Code | Batch | PCA | Fund | Account | Program | Approp | Approp | Percentage | Amount | Budget |
|---------|-------|-----|------|---------|---------|--------|--------|------------|--------|--------|
| BUS_PMT | C01 | | 0001 | 2001 | | | | 100.000 | -20.00 | |

Percent: 100.00 Amount: -20.00 Gross Extended: -20.00

Seq: 3 Line: Net Extended: 10.00

| Step | Action |
|------|--|
| 25. | Click the New Window link. |
| 26. | Click the Main Menu button.  |
| 27. | Click the Menu not sorted. Click to sort in ascending order. button.  |
| 28. | Click the Set Up Financials/Supply Chain menu.  |
| 29. | Click the Product Related menu.  |
| 30. | Click the Billing menu.  |
| 31. | Click the Setup menu.  |
| 32. | Click the Charge Code menu.  |

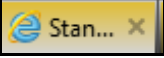


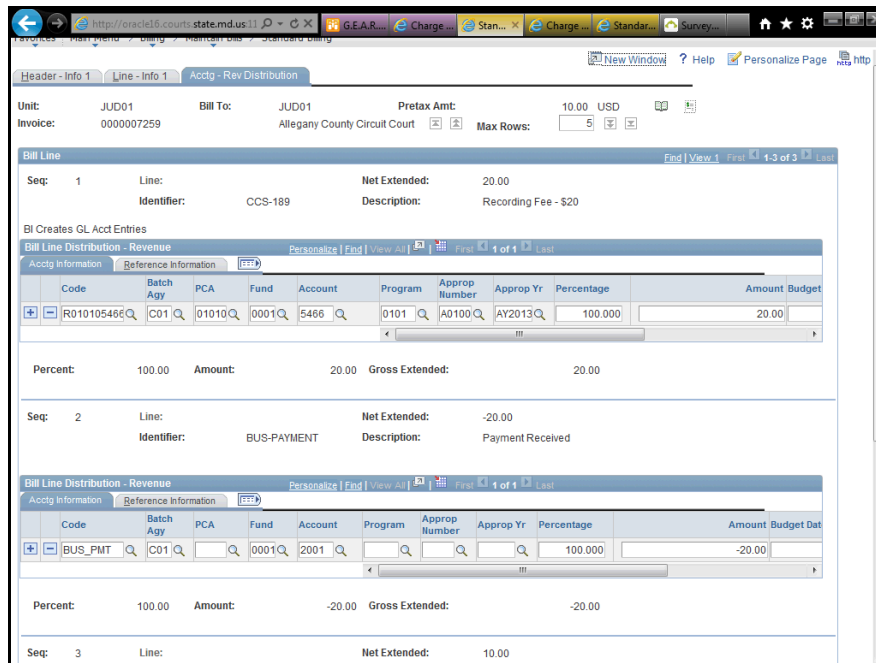
| Step | Action |
|------|---|
| 33. | The Charge Code search page displays. Enter the desired information into the SetID field. Enter " JUD01 ". |
| 34. | Enter the desired information into the Billing Charge ID field. Enter " RCS ". |
| 35. | Click the Search button.  |
| 36. | Click the RCS-21 link.  |
| 37. | The Charge Code page displays. The information on this page is "View Only". Copy the Distribution Codes from this page to the Accounting Lines page row, which was empty. You can click the Look Up icon for each row. Doing so will auto-fill the chartfield values. If the Charge Code has more than 1 Distribution Code, you will need to copy each distribution code to a new Bill Line Distribution row on the Acctg- Rev Distribution page. You may need to toggle back and forth between tabs in your browser in order to accurately enter the information. Navigate back to the Acctg - Rev Distribution page. |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 38. | Click the Standard Billing tab, to go back to the Line - Info 1 tab.  |



Unit: JUD01 Bill To: JUD01 Pretax Amt: 10.00 USD
 Invoice: 000007259 Allegany County Circuit Court Max Rows: 5

Bill Line Find | View | First | 1 of 3 | Last

Seq: 1 Line: Net Extended: 20.00
 Identifier: CCS-189 Description: Recording Fee - \$20

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First | 1 of 1 | Last

| Code | Batch Agy | PCA | Fund | Account | Program | Approp Number | Approp Yr | Percentage | Amount | Budget |
|------------|-----------|-------|------|---------|---------|---------------|-----------|------------|--------|--------|
| R010105466 | C01 | 01010 | 0001 | 5466 | 0101 | A0100 | AY2013 | 100.000 | 20.00 | |

Percent: 100.00 Amount: 20.00 Gross Extended: 20.00

Seq: 2 Line: Net Extended: -20.00
 Identifier: BUS-PAYMENT Description: Payment Received

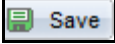
Bill Line Distribution - Revenue Personalize | Find | View All | First | 1 of 1 | Last

| Code | Batch Agy | PCA | Fund | Account | Program | Approp Number | Approp Yr | Percentage | Amount | Budget |
|---------|-----------|-----|------|---------|---------|---------------|-----------|------------|--------|--------|
| BUS_PMT | C01 | | 0001 | 2001 | | | | 100.000 | -20.00 | |

Percent: 100.00 Amount: -20.00 Gross Extended: -20.00

Seq: 3 Line: Net Extended: 10.00

| Step | Action |
|------|--|
| 39. | Now you should delete the row which was being replaced, by going back to the Line - Info 1 tab. To do this click the '-' button for the incorrect Identifier (Charge ID). |

| Step | Action |
|------|---|
| 40. | <p>Once you have entered the information you need into the new accounting line and removed the incorrect Bill Line, click the Save button.</p> <p>Re-run the FAR to ensure the revenue adjustment had the intended allocation impact.</p>  |
| 41. | <p>You have successfully completed the <i>Adjust Revenue Allocation by Bill Line</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - modify the amounts and allocate the totals. <p>End of Procedure.</p> |

3.1.5 Changing the Status of Bills

Bills created from the Billing Interface or bills that are created manually will be loaded and saved with a Status of 'New'. Bills' status must be changed from 'New' to 'Ready', which means ready to invoice. The system will allow you to process **Change Status of Bills** for one or multiple bills at a time. A report file, *Invoice Status Change Report* is created during this Bill Status Change process that lists all of the invoices where the status was changed from 'New' to 'Ready'.

NOTE: There are two types of bills, (1) deferred payment tracking and (2) bad checks, that are saved in the system as placeholders and will never be changed to ready status.

In this topic, you will use the **Change Status of Bills** page to change the status of a bill from 'New' to 'Ready'.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court








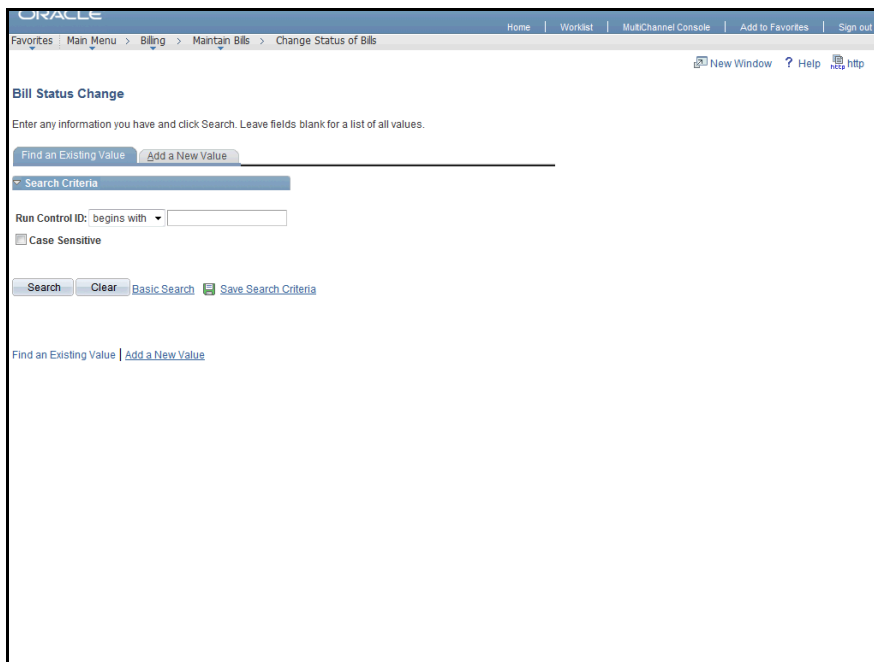
After completing this topic, you will be familiar with how to:

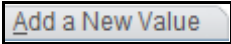
- Change the status of bills from 'New' to 'Ready' status
- Run and review the *Invoice Status Change Report*

Procedure

In this topic, you will learn how to change the **Bill Status** and generate a report for review.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Change Status of Bills page. Click the Main Menu button.  |
| 2. | Click the Menu sort button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Maintain Bills menu.  |
| 5. | Click the Change Status of Bills menu.  |



| Step | Action |
|------|---|
| 6. | <p>The Bill Status Change search page displays. Use this page to select the tab that allows you to enter a new value or find an existing one.</p> <p>Click the Add a New Value tab.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

New Window ? Help http

Bill Status Change

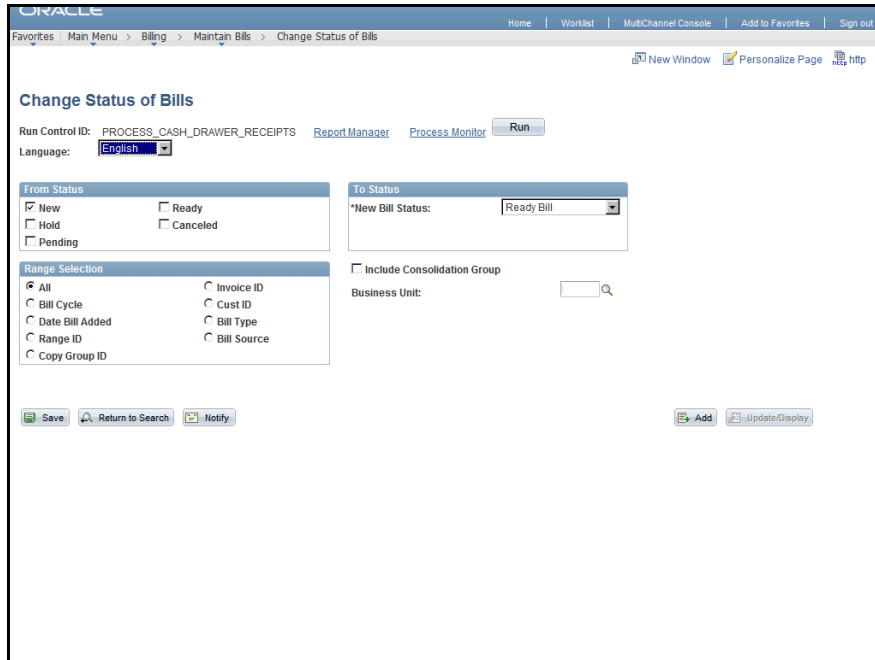
Find an Existing Value | Add a New Value



Run Control ID:

Add

Find an Existing Value | Add a New Value

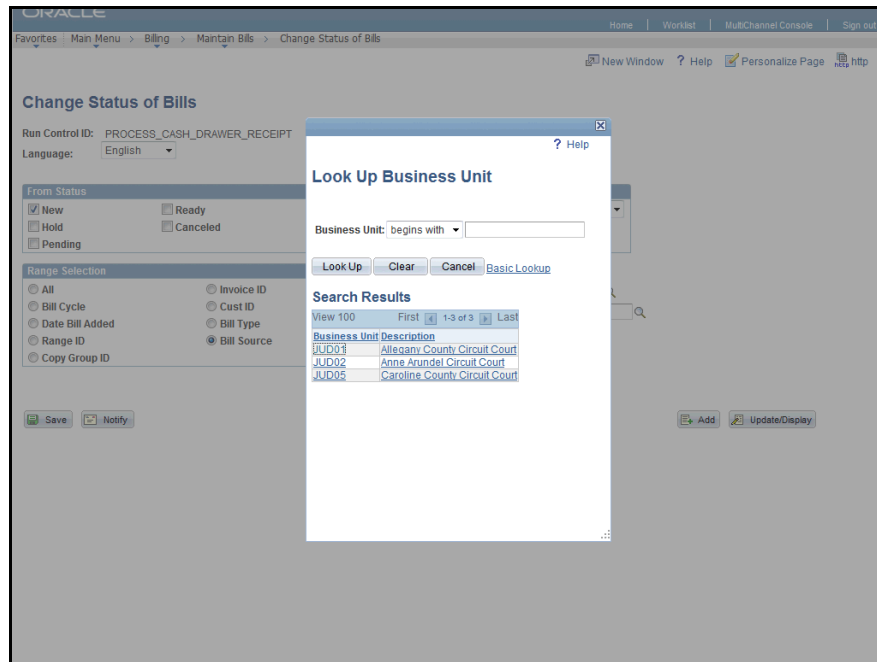
| Step | Action |
|------|--|
| 7. | <p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. For this example, enter "PROCESS_CASH_DRAWER_RECEIPT".</p> |
| 8. | <p>Click the Add button. This Run Control will be available subsequent to this initial add.</p> <p>Add</p> |





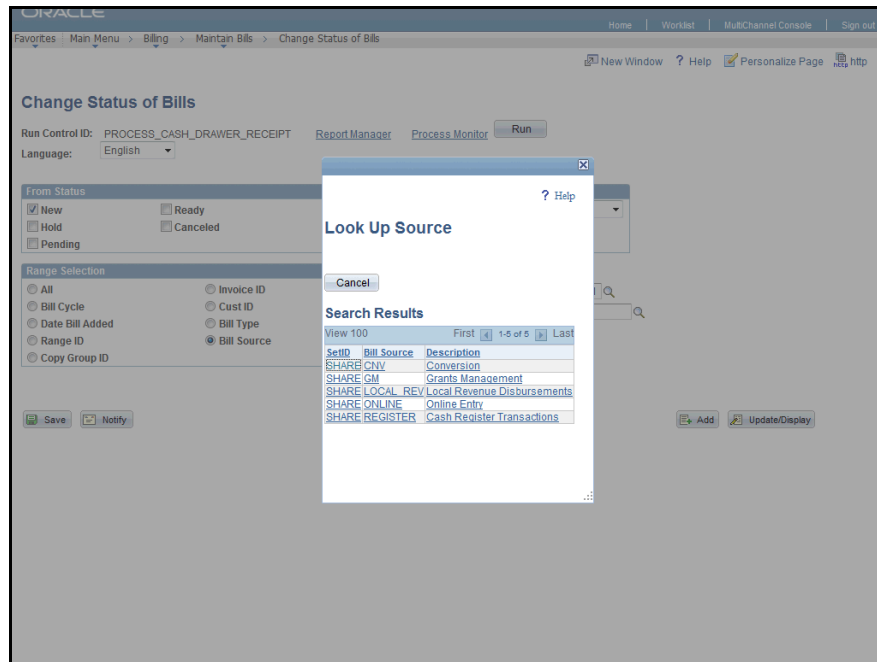
| Step | Action |
|------|---|
| 9. | <p>The Change Status of Bills page displays.</p> <p>Ensure the value in the New Bill Status drop down field is "Ready Bill."</p> |
| 10. | <p>Click the Bill Source option.</p> <p> Bill Source</p> |
| 11. | <p>Click the Look up Business Unit button.</p> <p></p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 12. | <p>The Look Up Business Unit page displays. Use this page to search and select your Business Unit (Batch Agency).</p> <p>Click the JUD01 link.</p> <p></p> |
| 13. | <p>Click the Look up Source button.</p> <p></p> |



| Step | Action |
|------|---|
| 14. | <p>The Look Up Source window displays.</p> <p>Click the REGISTER link.</p> <p>REGISTER</p> |
| 15. | <p>Click the Run button.</p> <p>Run</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Change Status of Bills

New Window ? Help Personalize Page Saved

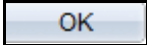



Process Scheduler Request

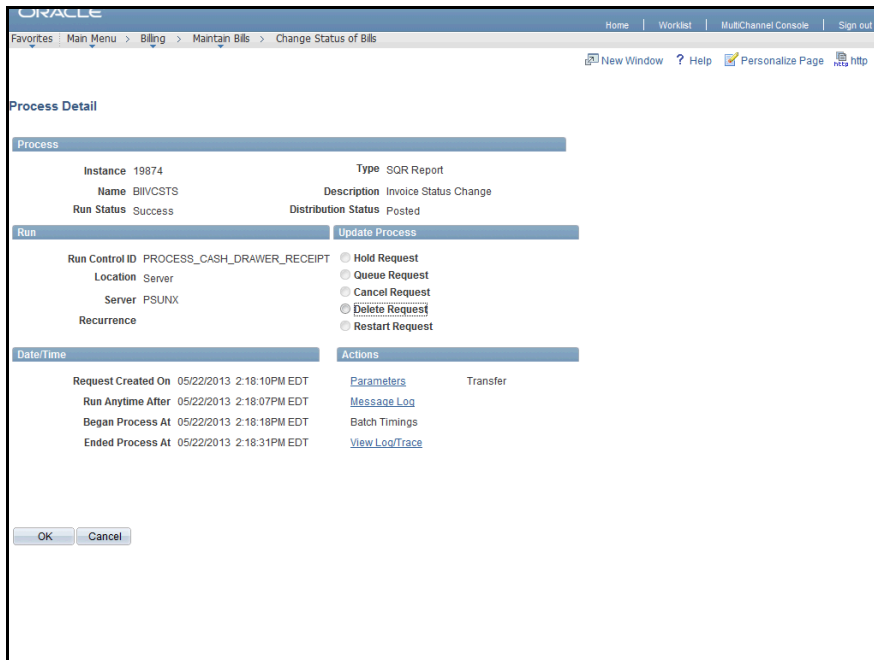
User ID: andrew.somers Run Control ID: PROCESS_CASH_DRAWER_RECEIPT

Server Name: [dropdown] Run Date: 05/22/2013 [dropdown]
 Recurrence: [dropdown] Run Time: 2:18:07PM [Reset to Current Date/Time]
 Time Zone: [dropdown]

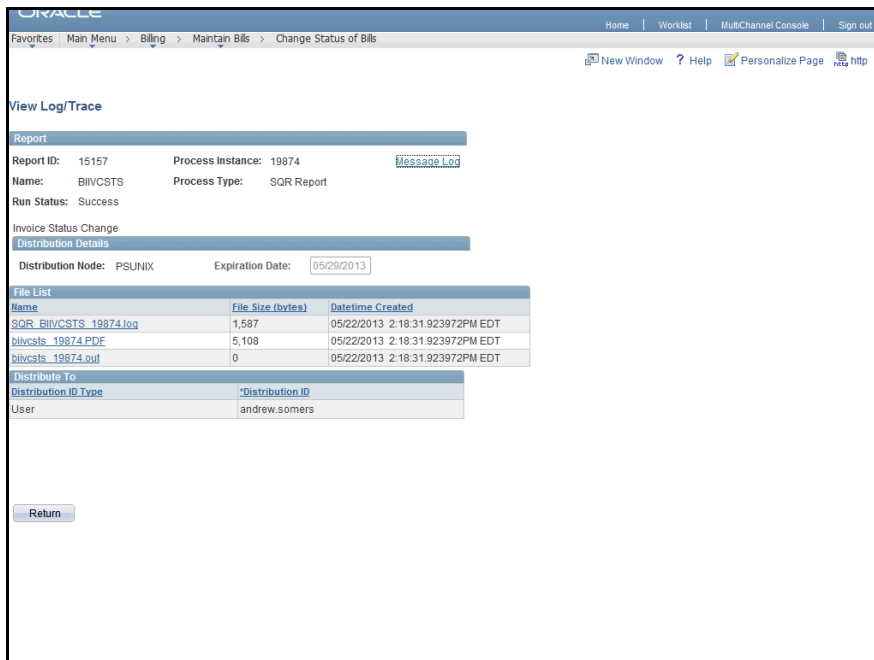
| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-----------------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | Invoice Status Change | BIIVCSTS | SQR Report | Web | PDF | Distribution |

OK Cancel

| Step | Action |
|------|---|
| 16. | <p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p>  |
| 17. | <p>The Change Status of Bills page reappears.</p> <p>Click the Process Monitor link.</p>  |
| 18. | <p>The Process List displays.</p> <p>Click the Refresh button until the Run Status and Distribution Status are changed.</p>  |
| 19. | <p>Once the Run Status reads "Success" and the Distribution Status reads "Posted", run the Invoice Status Change Report to verify that all the bills changed to the status "Ready".</p> <p>Click the Details link.</p>  |



| Step | Action |
|------|--|
| 20. | <p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p> <p>View Log/Trace</p> |



Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 21. | On the View Log/Trace page, click the biivcsts_19874.PDF link to review the report. biivcsts_19874.PDF |

Report ID: BIIVCSTS PeopleSoft BI INVOICE STATUS CHANGE REPORT Page No. 1
Run Date 05/22/2013 Run Time 14:18:18

| Status | Unit | Invoice Number | Type | Bill-To Customer Name | Customer Number | Line | Level | Error Message | Payment Terms | GL | Alt | Template |
|-----------|-------|----------------|------|--------------------------|-----------------|------|-------|--|---------------|----|-----|----------|
| UNCHANGED | JUD01 | 000007269 | HCE | Allegheny County Circuit | JUD01 | 3 | | Not HDV; Bill line has < 100% of revenue mapped to GL accts. | IMMED | | | |
| HDV | | 000007260 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007261 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007262 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007263 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007264 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007265 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007266 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007267 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007268 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007269 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007270 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007271 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007272 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007273 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007274 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007275 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007276 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007277 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007278 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007279 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007280 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007281 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007282 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007283 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007284 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007285 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007286 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007287 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007288 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007289 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007290 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007291 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007292 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007293 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007294 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007295 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007296 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007297 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007298 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007299 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007300 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007301 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |
| HDV | | 000007302 | HCE | Allegheny County Circuit | JUD01 | | | | IMMED | | | |

| Step | Action |
|------|---|
| 22. | The Invoice Status Change Report displays in a new window. Verify that the status of the changes made reads " Ready ". |
| 23. | You have successfully completed the <i>Changing the Status of Bills</i> topic. You have learned to: - change the Bill Status - generate an Invoice Status Change report for review End of Procedure. |

3.1.6 Running the Single Action Invoice Process

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger. Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

1. The initial process, *Finalization*, creates the invoice and PDF file for printing
2. The next process creates the accounting lines for the Revenue distribution.

When the Single Action Invoice process completes, there are reports generated that list the amount of each invoice that was a part of the batch. Also, the "Load GL Accounting Entries" report is available for review in the process monitor.

NOTE: Bills must have a status of "RDY" (Ready to Invoice) before the Single Action Invoice process is run.






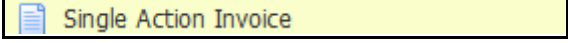
In this topic, you will use the Single Action Invoice pages to run the Single Action Invoice process.

After completing this topic, you will learn how to:

- Run the Single Action Invoice process
- View a bill status changed from 'RDY' (ready) to 'INV' (invoiced)

Procedure

In this topic, you will learn how to execute the single action invoice process.

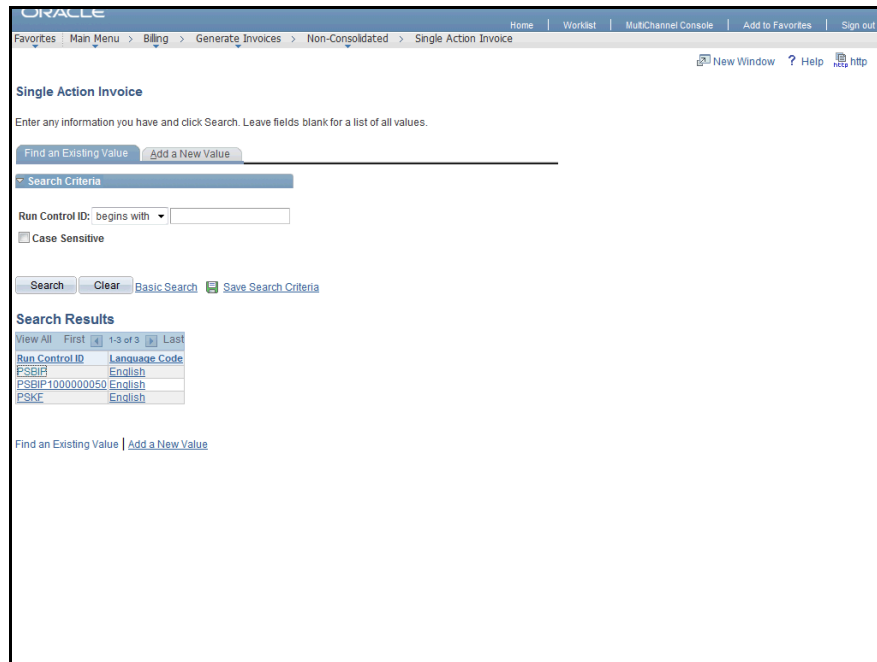
| Step | Action |
|------|--|
| 1. | Begin by navigating to the Single Action Invoice page. Click the Main Menu button.  |
| 2. | Click the Menu not sorted button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Generate Invoices menu.  |
| 5. | Click the Non-Consolidated menu.  |
| 6. | Click the Single Action Invoice menu.  |

Training Guide


AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

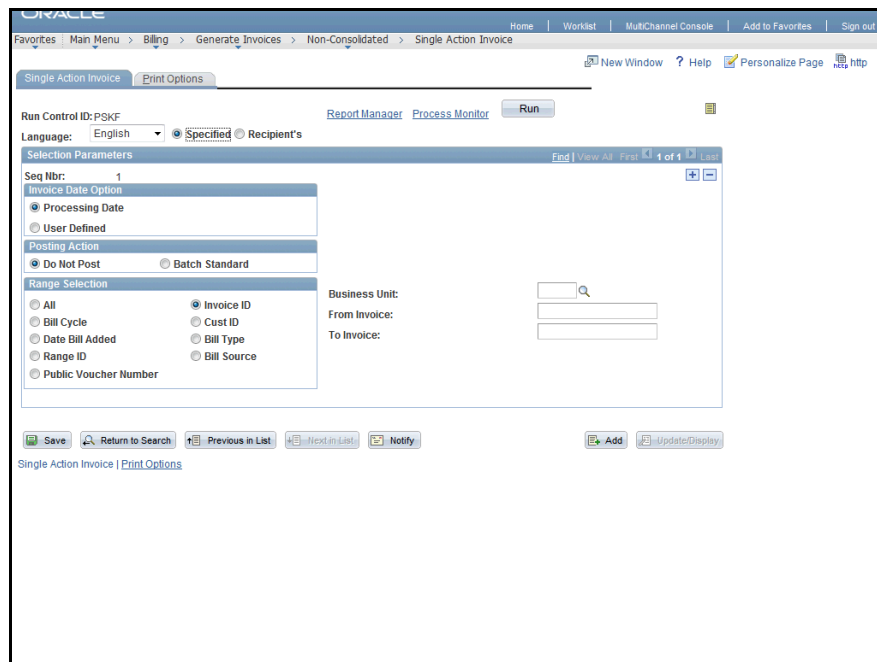
A screenshot of the Oracle Single Action Invoice search page. The page has a blue header with the Oracle logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below the header is a breadcrumb trail: Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice. The main content area is titled "Single Action Invoice" and includes instructions: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown menu for "Run Control ID: begins with" and a "Case Sensitive" checkbox. At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the very bottom of the page are links for "Find an Existing Value" and "Add a New Value".

| Step | Action |
|------|---|
| 7. | <p>The Single Action Invoice search page displays.</p> <p>NOTE: Click the Add a New Value tab if there isn't an existing value available.</p> <p>Click the Search button.</p> <div>Search</div> |



The screenshot shows the Oracle Single Action Invoice interface. The breadcrumb trail is: Favorites > Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice. The page title is "Single Action Invoice". Below the title, there is a search bar with "Find an Existing Value" and "Add a New Value" buttons. The "Search Criteria" section shows "Run Control ID: begins with" with a dropdown menu and a "Case Sensitive" checkbox. There are "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons. The "Search Results" section shows a table with columns "Run Control ID" and "Language Code". The table contains three rows: PSBIP, PSBIP1000000050, and PSKF, all with "English" as the language code. Below the table, there are "Find an Existing Value" and "Add a New Value" buttons.

| Step | Action |
|------|--|
| 8. | Click the PSKF link.  |



The screenshot shows the Oracle Single Action Invoice processing options page. The breadcrumb trail is: Favorites > Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice. The page title is "Single Action Invoice". Below the title, there is a "Print Options" button. The "Run Control ID" is PSKF. The "Language" is English. There are "Report Manager", "Process Monitor", and "Run" buttons. The "Selection Parameters" section shows "Seq Nbr: 1" and "Invoice Date Option" with "Processing Date" selected. The "Posting Action" section shows "Do Not Post" selected. The "Range Selection" section shows "All" selected. The "Business Unit" section shows "From Invoice:" and "To Invoice:" fields. There are "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display" buttons.





Training Guide

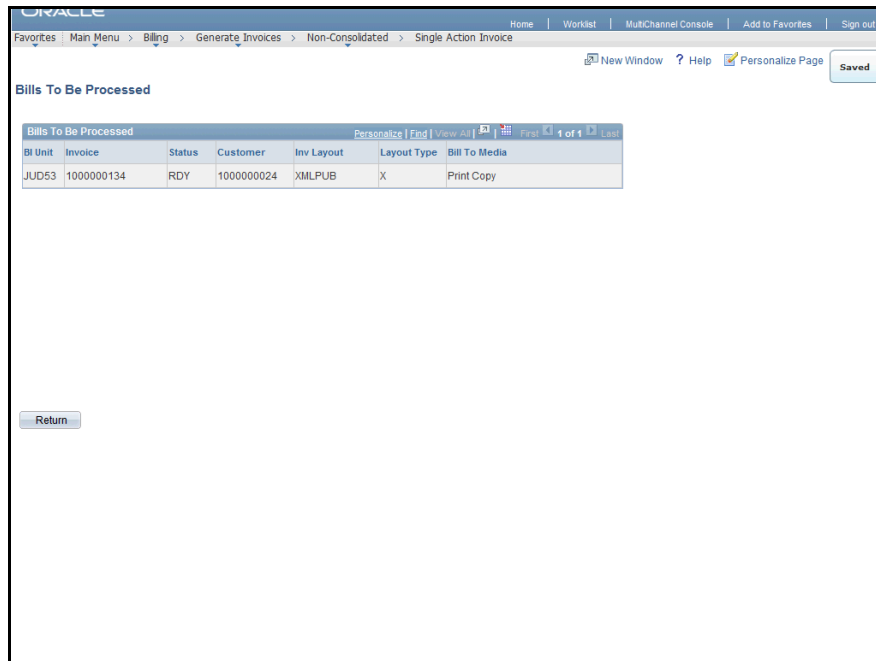
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



GEARS

General Enterprise And Resource Support

| Step | Action |
|------|--|
| 9. | The Single Action Invoice page displays. Click the Bill Source option.  |
| 10. | Click the Batch Standard option.  |
| 11. | Click the Processing Date option if it is not already selected.  |
| 12. | Enter the desired information into the Business Unit field. Enter " jud53 ". |
| 13. | Enter the desired information into the Source field. Enter " REGISTER ". |
| 14. | Click the Bills To Be Processed button.  |



Oracle AR220 - Bills To Be Processed

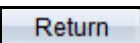
Navigation: Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

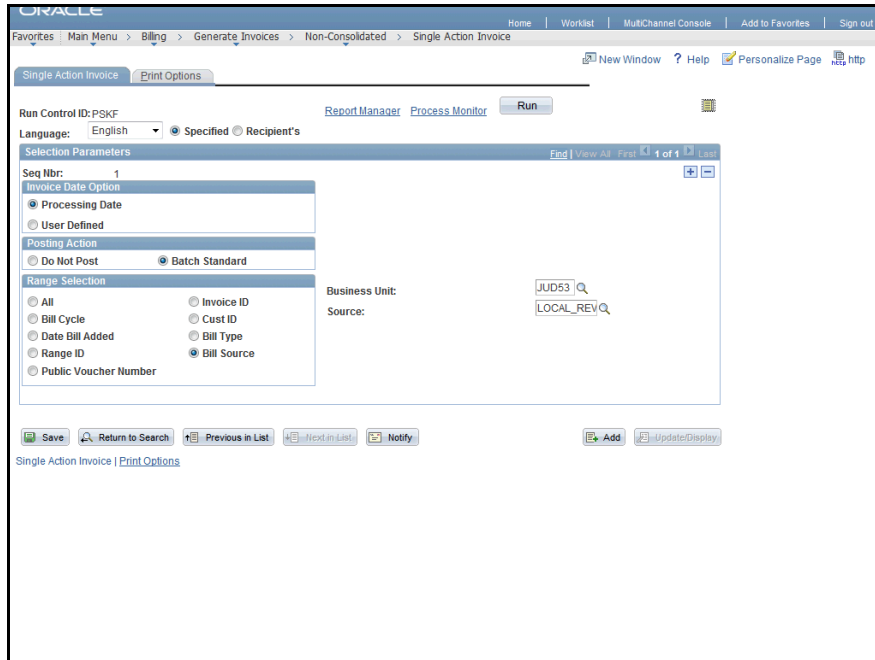
Menu: Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

Buttons: New Window | Help | Personalize Page | Saved

| BI Unit | Invoice | Status | Customer | Inv Layout | Layout Type | Bill To Media |
|---------|------------|--------|------------|------------|-------------|---------------|
| JUD53 | 1000000134 | RDY | 1000000024 | XMLPUB | X | Print Copy |

Return

| Step | Action |
|------|--|
| 15. | The Bills to be Processed page displays. Verify that the Status reads RDY . Click the Return button.  |



ORACLE
 Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

Single Action Invoice | Print Options

Run Control ID: PSKF
 Language: English Specified Recipient's
[Report Manager](#) [Process Monitor](#) [Run](#)

Selection Parameters
 Seq Nbr: 1
 Invoice Date Option
☒ Processing Date
☐ User Defined
 Posting Action
☐ Do Not Post ☒ Batch Standard
 Range Selection
☐ All ☐ Invoice ID
☐ Bill Cycle ☐ Cust ID
☐ Date Bill Added ☐ Bill Type
☐ Range ID ☒ Bill Source
☐ Public Voucher Number
 Business Unit: JUD53
 Source: LOCAL_REV

Save Return to Search Previous in List Next in List Notify Add Update/Display

Single Action Invoice | Print Options

| Step | Action |
|------|---|
| 16. | <p>The Single Action Invoice page displays.</p> <p>Click the Run button.</p> <div>Run</div> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Personalize Page help http

Process Scheduler Request


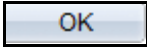
User ID: ken.vp1 Run Control ID: PSKF

Server Name: Run Date: 04/03/2013

Recurrence: Run Time: 1:41:57PM

Time Zone:

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|--------------------------|---|--------------|--------------------|--------|--------|------------------------------|
| <input type="checkbox"/> | AOC Invoicing - GRANTS ONLY | AOC_GMBI | PSJob | (None) | (None) | Distribution |
| <input type="checkbox"/> | AOC Circuit & District Courts | AOC_MAIN | PSJob | (None) | (None) | Distribution |
| <input type="checkbox"/> | Pre-process & Finalization | BIIVC000 | Application Engine | Web | TXT | Distribution |

| Step | Action |
|------|--|
| 17. | <p>The Process Scheduler Request page displays.</p> <p>Click the Select option for AOC Circuit & District Courts.</p>  |
| 18. | <p>Click the OK button.</p>  |

| Step | Action |
|------|---|
| 19. | <p>The Single Action Invoice page displays.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p> |

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 18207 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 1:41:57PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 18206 | | SQR Report | BIWVCTS | ken.vp1 | 04/03/2013 1:38:48PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18205 | | Application Engine | BIWF001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

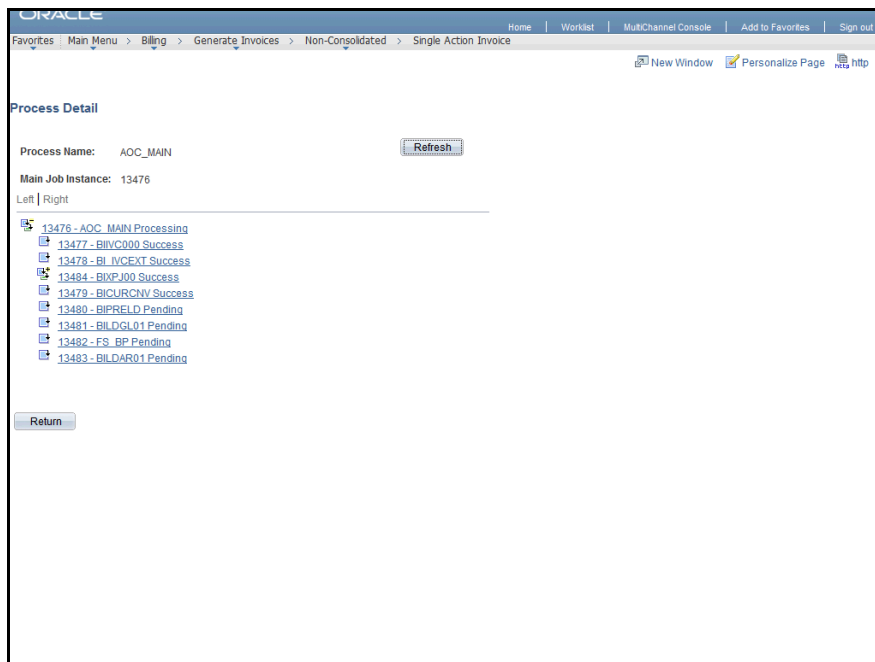
Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 20. | <p>The Process List page displays.</p> <p>Click the Refresh button.</p> <p>Refresh</p> |

| Step | Action |
|------|---|
| 21. | <p>Verify that the Run Status changed to Success and the Distribution Status changed to Posted.</p> |
| 22. | <p>Verify that your invoices ran without errors.</p> <p>Click the AOC_MAIN link.</p> <p>AOC_MAIN</p> |



| Step | Action |
|------|--|
| 23. | <p>The Process Detail page displays.</p> <p>Click the 13477 - BIIVC000 Success link.</p> <p>13477 - BIIVC000 Success</p> |
| 24. | <p>Click the Message Log link.</p> <p>Message Log</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 25. | The Message Log displays. Confirm that the Bill Headers and Lines did not run into errors. |
| 26. | You have successfully completed the <i>Run the Single Action Invoice Process</i> topic. You have learned to: - execute the single action invoice process End of Procedure. |

3.2 Processing BUS Exceptions

Processing BUS Exceptions - There may be circumstances where a transaction will not successfully load into GEARS. For example, if a new account code is setup on a register, the corresponding Charge Code was not setup in GEARS, and the mapping was not added to the BUS interface, therefore the invoice and deposit will not be created in GEARS. In these circumstances, it is necessary to enter the invoice and payment manually in GEARS.

In this section you will use pages in the Billing modules in GEARS to create and process manual invoices.

After completing this section, you will be able to:

- Enter the Invoice

3.2.1 Entering the Invoice

The first step in Bus Exception Processing is to manually enter an invoice in GEARS. After entering the bill, you can rerun the FAR to verify revenue allocation for transactions entered online as well as those interfaced from the BUS.






In this topic, you will use the Bill Entry pages in GEARS to manually create an invoice.

After completing this topic, you will learn how to:

- Create a manual invoice

Procedure

In this topic, you will use the **Bill Entry** pages in GEARS to manually create an invoice.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Bill Entry page. Click the Main Menu button.  |
| 2. | Click the Menu sort button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Maintain Bills menu item.  |
| 5. | Click the Standard Billing menu.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

New Window ? Help http

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

Business Unit: [] []

Invoice: [] []

Bill Status: [] []

Customer: [] []

Contract: [] []

Bills in Business Unit: [] []

Template Invoice Flag: [] []

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

javascript:submitAction_win0(document.win0,'#tSwitchMode');

| Step | Action |
|------|---|
| 6. | <p>The Bill Entry search page displays.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p> |

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

New Window ? Help http

Bill Entry

Find an Existing Value | **Add a New Value**

Business Unit: [] []

Invoice: [] []

Bill Type Identifier: [] []

Bill Source: [] []

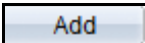
Customer: [] []

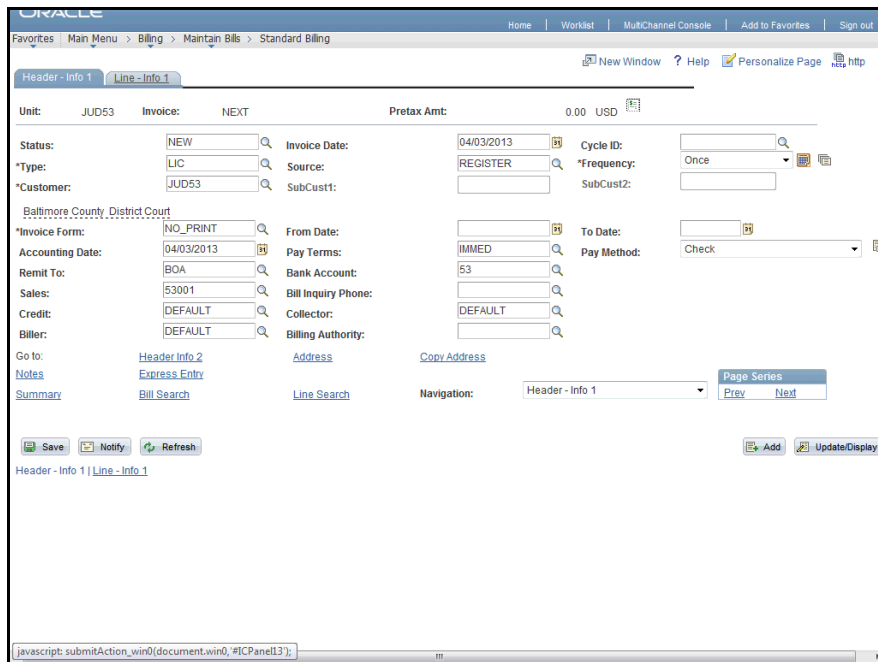
Invoice Date: [] []

Accounting Date: [] []

Add

Find an Existing Value | Add a New Value

| Step | Action |
|------|--|
| 7. | Enter the desired information into the Business Unit field. For this example, enter " JUD53 ". |
| 8. | Enter the desired information into the Bill Type Identifier field. For this example, enter " BUS ". |
| 9. | Enter the desired information into the Bill Source field. For this example, enter " REGISTER ". |
| 10. | Enter the desired information into the Customer field. For this example, enter " JUD53 ". |
| 11. | Enter the desired information into the Invoice Date field. For this example, enter " T ". Note: The invoice date should be the same as the Z-Date. |
| 12. | Enter the desired information into the Accounting Date field. Enter " T ". Note: The Accounting Date should be the same as the Invoice Date. |
| 13. | Click the Add button.  |



The screenshot displays the Oracle AR220 'Header - Info 1' form. Key fields include:

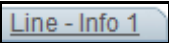
- Unit:** JUD53
- Invoice:** NEXT
- Pretax Amt:** 0.00 USD
- Status:** NEW
- Invoice Date:** 04/03/2013
- Cycle ID:** (empty)
- *Type:** LIC
- Source:** REGISTER
- *Frequency:** Once
- *Customer:** JUD53
- SubCust1:** (empty)
- SubCust2:** (empty)
- Baltimore County, District Court**
- *Invoice Form:** NO_PRINT
- From Date:** (empty)
- To Date:** (empty)
- Accounting Date:** 04/03/2013
- Pay Terms:** IMMED
- Pay Method:** Check
- Remit To:** BOA
- Bank Account:** 53
- Sales:** 53001
- Bill Inquiry Phone:** (empty)
- Credit:** DEFAULT
- Collector:** DEFAULT
- Bill:** DEFAULT
- Billing Authority:** (empty)


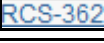
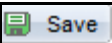
Navigation and Action buttons at the bottom include: Save, Notify, Refresh, Add, and Update/Display. The 'Page Series' section shows 'Header - Info 1' with 'Prev' and 'Next' buttons.







Training Guide

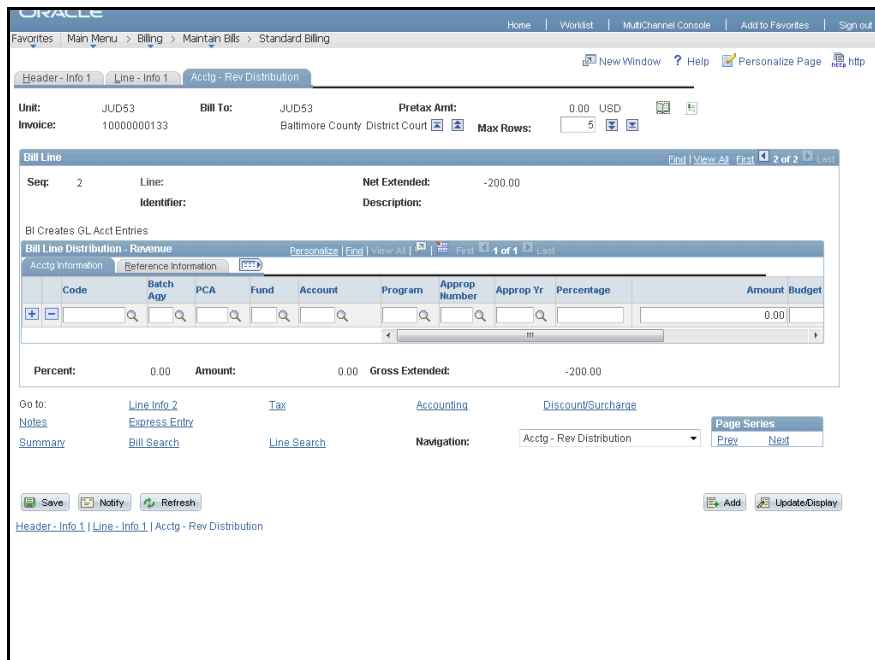
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 14. | <p>The Bill Entry Header - Info 1 page displays.</p> <p>Click the Line - Info 1 tab.</p>  |

| Step | Action |
|------|--|
| 15. | <p>The Bill Entry Line - Info 1 page displays.</p> <p>Enter the desired information into the Table field. Enter "ID".</p> |
| 16. | <p>Click the Look up Identifier (Alt+5) button to select a Charge Code.</p>  |
| 17. | <p>Click the RCS-362 link.</p>  |
| 18. | <p>Enter the desired information into the Gross Extended field. For this example, enter "200".</p> |
| 19. | <p>Click the Save button.</p>  |

| Step | Action |
|------|---|
| 20. | For BUS-related invoice entries, for every positive amount you enter, you must counteract it with a negative. You will now add a row to enter your negative amount. In this case, \$-200. Click the Add a new row at row 1 button.  |
| 21. | Click the Look up Table button.  |
| 22. | Click the ID link.  |
| 23. | Click the Look up Line Type button.  |
| 24. | Click the MISC link.  |
| 25. | Enter the desired information into the Gross Extended field. Enter "-200" . |
| 26. | Enter the desired information into the Identifier field. Enter "BUS_PAYMENT" . |
| 27. | Click the Accounting link.  |



Oracle AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

Unit: JUD53 Bill To: JUD53 Pretax Amt: 0.00 USD
 Invoice: 10000000133 Baltimore County District Court Max Rows: 5

Bill Line: Seq: 2 Line: Identifier: Net Extended: -200.00
 Description:

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

| Code | Batch | PCA | Fund | Account | Program | Approp Number | Approp Yr | Percentage | Amount Budget |
|------|-------|-----|------|---------|---------|---------------|-----------|------------|---------------|
| | | | | | | | | | 0.00 |

Percent: 0.00 Amount: 0.00 Gross Extended: -200.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry
 Summary Bill Search Line Search Navigation: Acctg - Rev Distribution Page Series: Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

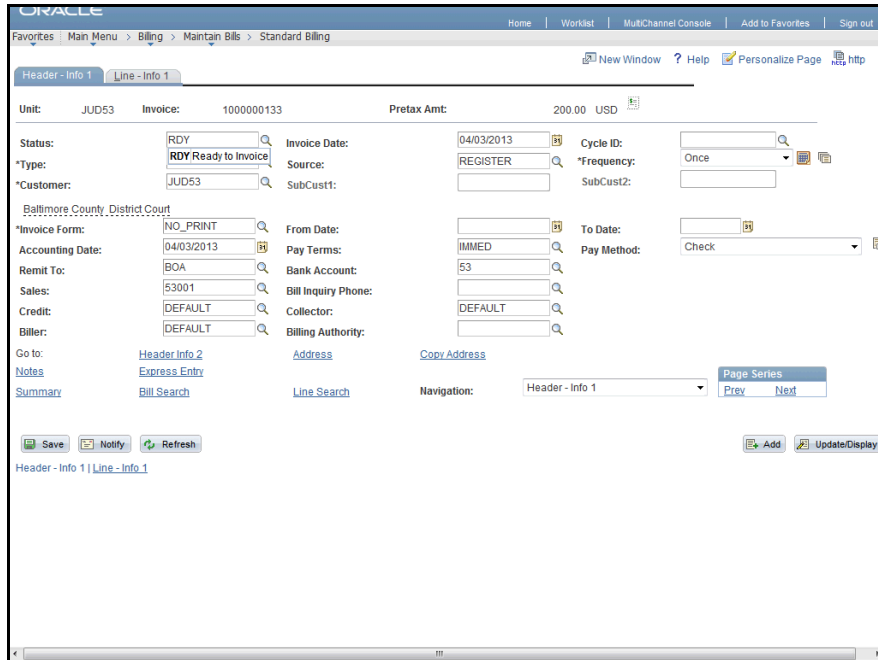
Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

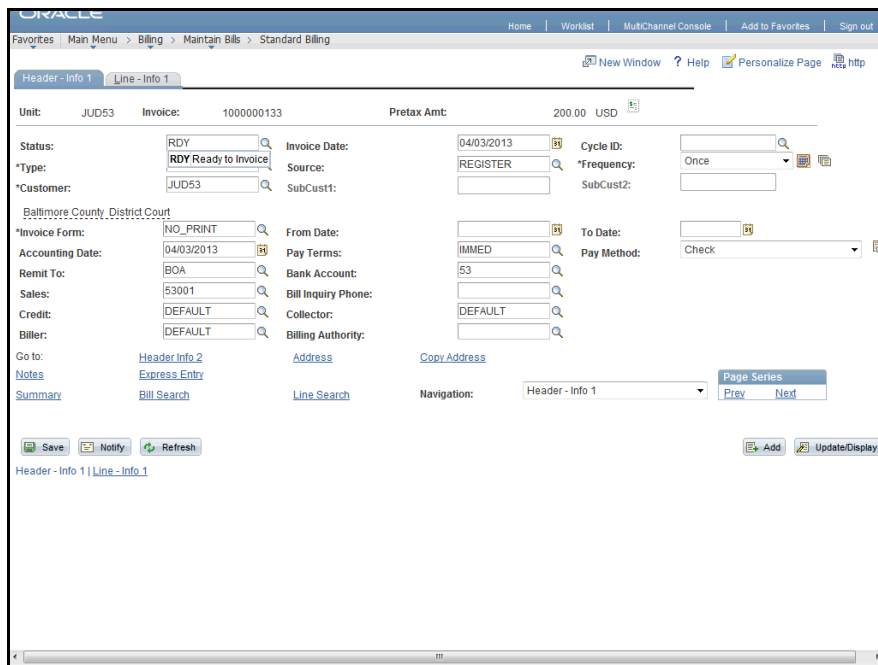


| Step | Action |
|------|---|
| 28. | <p>The Acctg - Rev Distribution tab displays. Notice you are still viewing the second line item that you added. Entering in the code BUS_PAYMENT will then autofill the remaining fields on the line.</p> <p>NOTE: The Pretax Amt is currently \$0.00</p> <p>Enter the desired information into the Code field. Enter "BUS_PAYMENT".</p> |

| Step | Action |
|------|---|
| 29. | <p>Verify that everything was added correctly.</p> <p>Click the Header - Info 1 tab.</p> <p>Header - Info 1</p> |



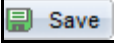
| Step | Action |
|------|---|
| 30. | Enter the desired information into the Status field. Enter " RDY ". |



Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 31. | Click the Save button.  |

| Step | Action |
|------|---|
| 32. | You have successfully completed the <i>Entering the Invoice</i> topic. You have learned to: - manually create an invoice in GEARS End of Procedure. |

3.2.2 Running the Single Action Invoice Process

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger. Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

1. The initial process, *Finalization*, creates the invoice and PDF file for printing
2. The next process creates the accounting lines for the Revenue distribution.

When the Single Action Invoice process completes, there are reports generated that lists the amount of each invoice that was a part of the batch. Also, the "Load GL Accounting Entries" report is available for review in the process monitor.

NOTE: Bills must have a status of "RDY" (Ready to Invoice) before the Single Action Invoice process is run.





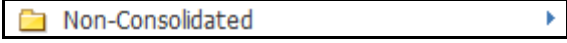
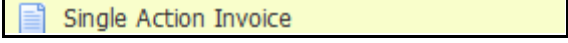
In this topic, you will use the Single Action Invoice pages to run the Single Action Invoice process.

After completing this topic, you will learn how to:

- Run the Single Action Invoice process
- View a bill status changed from 'RDY' (ready) to 'INV' (invoiced)

Procedure

In this topic, you will learn how to execute single action invoice process.

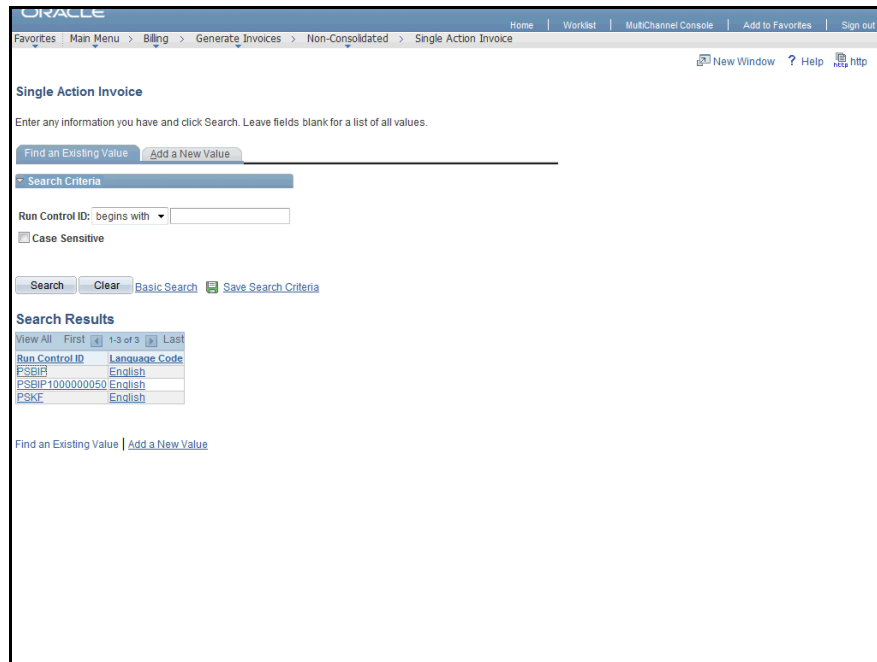
| Step | Action |
|------|--|
| 1. | Begin by navigating to the Single Action Invoice page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Generate Invoices menu.  |
| 5. | Click the Non-Consolidated menu.  |
| 6. | Click the Single Action Invoice menu.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

A screenshot of the Oracle AR220 'Single Action Invoice' search page. The page has a blue header with the Oracle logo and navigation tabs: Favorites, Main Menu, Billing, Generate Invoices, Non-Consolidated, and Single Action Invoice. Below the header, there's a search bar with 'Find an Existing Value' and 'Add a New Value' tabs. A 'Search Criteria' section is expanded, showing a dropdown for 'Run Control ID: begins with' and a checkbox for 'Case Sensitive'. At the bottom of this section are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. Below the search criteria, there's another 'Find an Existing Value | Add a New Value' link.

| Step | Action |
|------|---|
| 7. | <p>The Single Action Invoice search page displays.</p> <p>NOTE: Click the Add a New Value tab if there isn't an existing value available.</p> <p>Click the Search button.</p> <div>Search</div> |



Single Action Invoice

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

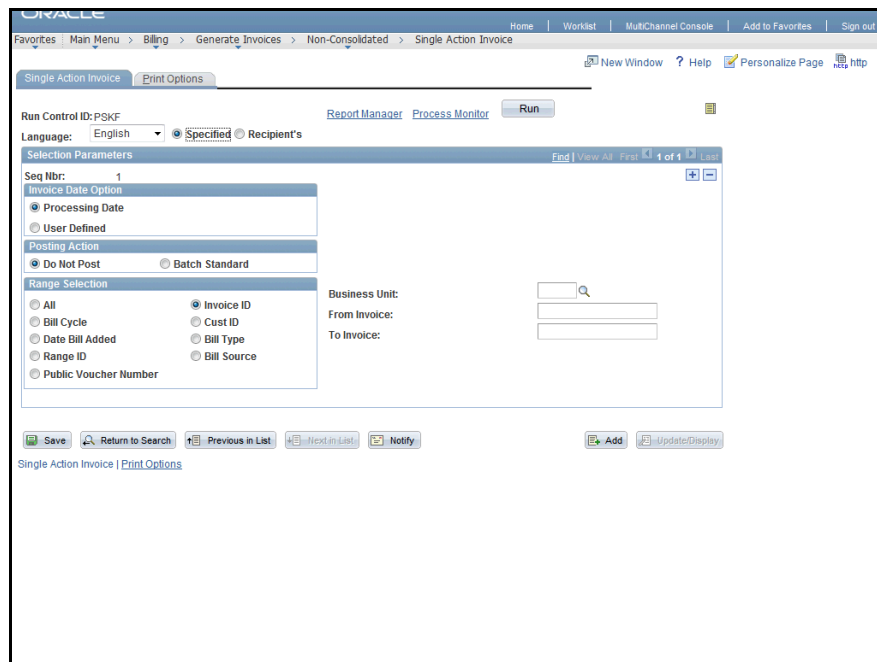
Search Results

View All First 1-3 of 3 Last

| Run Control ID | Language Code |
|-----------------|---------------|
| PSBIP | English |
| PSBIP1000000050 | English |
| PSKF | English |

Find an Existing Value | Add a New Value

| Step | Action |
|------|--|
| 8. | Click the PSKF link. PSKF |



Single Action Invoice Print Options

Run Control ID: PSKF

Language: English Specified Recipient's

Report Manager Process Monitor Run

Selection Parameters Find View All First 1 of 1 Last

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☒ Do Not Post ☐ Batch Standard

Range Selection

☐ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

☐ Public Voucher Number

Business Unit:

From Invoice:

To Invoice:

Save Return to Search Previous in List Next in List Notify Add Update/Display

Single Action Invoice | Print Options





Training Guide

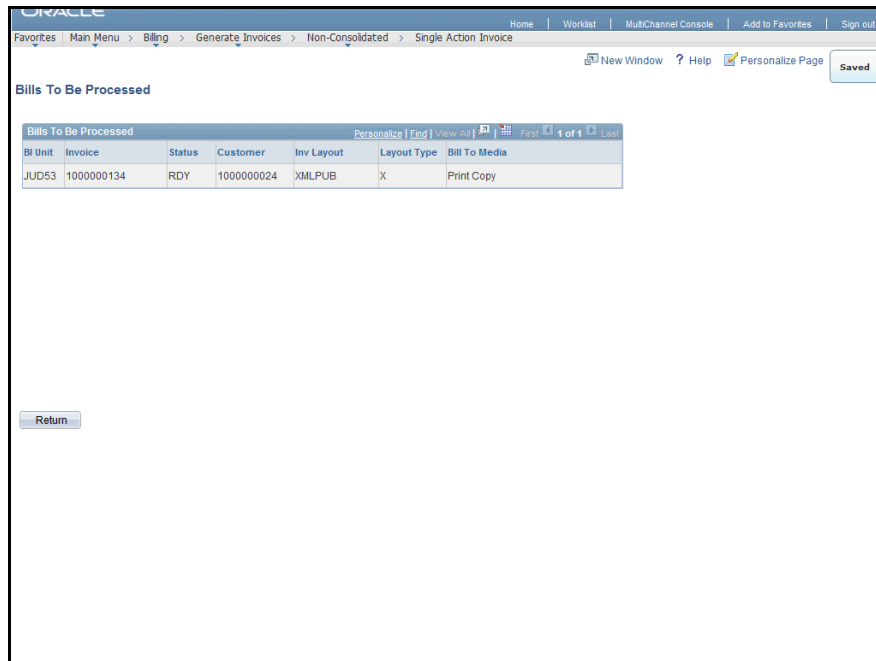
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



GEARS

General Enterprise And Resource Support

| Step | Action |
|------|--|
| 9. | The Single Action Invoice page displays. Click the Bill Source option.  |
| 10. | Click the Batch Standard option.  |
| 11. | Click the Processing Date option if it is not already selected.  |
| 12. | Enter the desired information into the Business Unit field. Enter " jud53 ". |
| 13. | Enter the desired information into the Bill Source field. Enter " REGISTER ". |
| 14. | Click the Bills To Be Processed button.  |



Oracle AR220 - Bills To Be Processed

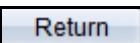
Navigation: Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

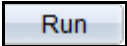
Menu: Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

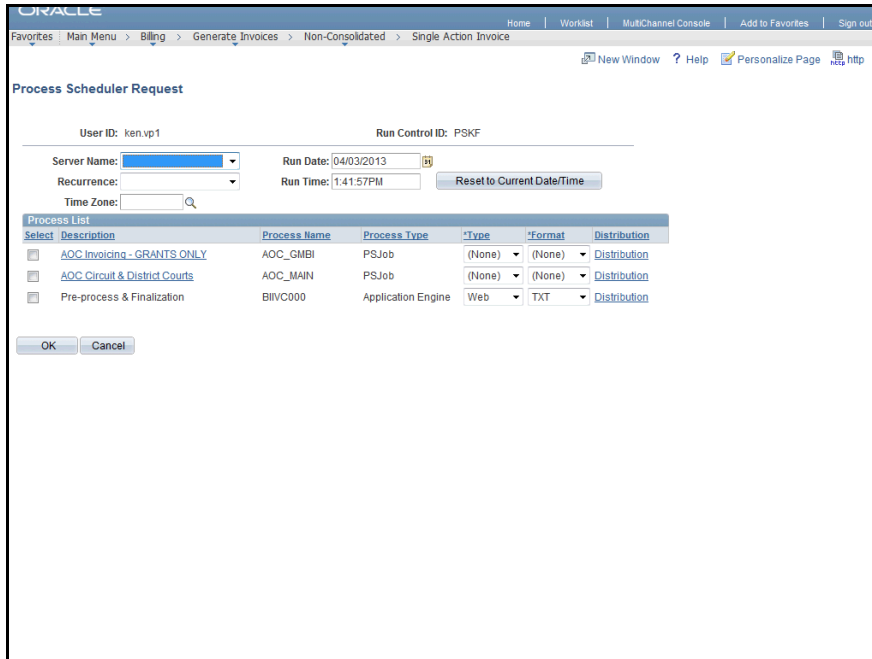
Buttons: New Window | Help | Personalize Page | Saved


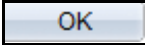
| BI Unit | Invoice | Status | Customer | Inv Layout | Layout Type | Bill To Media |
|---------|------------|--------|------------|------------|-------------|---------------|
| JUD53 | 1000000134 | RDY | 1000000024 | XMLPUB | X | Print Copy |

Return

| Step | Action |
|------|--|
| 15. | The Bills to be Processed page displays. Verify that the Status reads RDY . Click the Return button.  |

| Step | Action |
|------|--|
| 16. | <p>The Single Action Invoice page displays.</p> <p>Click the Run button.</p>  |



| Step | Action |
|------|--|
| 17. | <p>The Process Scheduler Request page displays.</p> <p>Click the Select option for AOC Circuit & District Courts.</p>  |
| 18. | <p>Click the OK button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: PSKF | Language: English | Specified | Recipient's | Process Instance: 18207

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☐ Do Not Post

☒ Batch Standard

Range Selection

☐ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Invoice ID

☐ Cust ID

☐ Bill Type

☒ Bill Source

Business Unit: JUD53

Source: LOCAL_REV

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Single Action Invoice | Print Options

| Step | Action |
|------|--|
| 19. | <p>The Single Action Invoice page displays.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p> |

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Navigation: Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

Process List | Server List

Actions

User ID: ken.vp1 | Type: | Last: | Days: | Refresh

Server: ken.vp1 | Name: | Instance: | to: | Save On Refresh

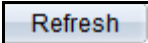
Run Status: | Distribution Status: | Save On Refresh

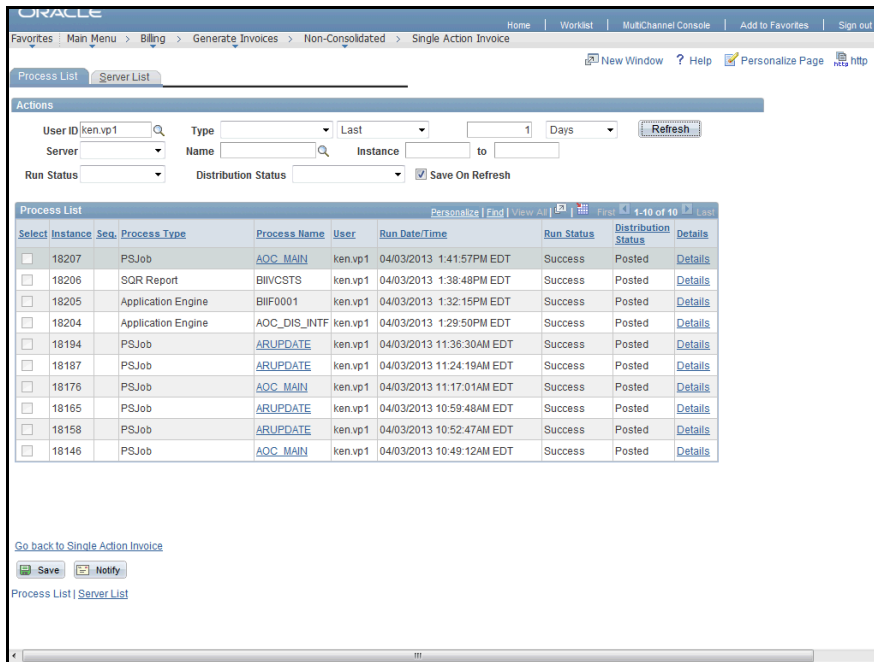
| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 18207 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 1:41:57PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 18206 | | SQR Report | BIWCSTS | ken.vp1 | 04/03/2013 1:38:48PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18205 | | Application Engine | BIIF0001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

Go back to Single Action Invoice

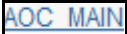
Save | Notify

Process List | Server List

| Step | Action |
|------|---|
| 20. | <p>The Process List page displays.</p> <p>Click the Refresh button.</p>  |

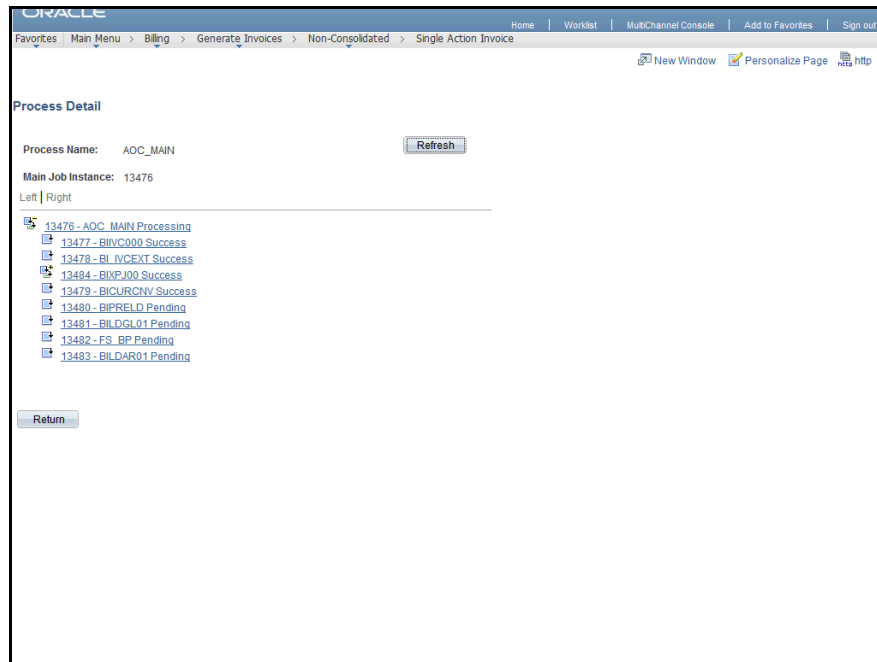


The screenshot shows the Oracle Process List page. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice'. The page title is 'Process List | Server List'. There are buttons for 'New Window', 'Help', 'Personalize Page', and 'http'. Below the title bar, there's an 'Actions' section with a 'Refresh' button. The main content area is a table titled 'Process List' with columns: 'Select', 'Instance', 'Seq', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains 10 rows of data. The 'Run Status' column shows 'Success' for all entries, and the 'Distribution Status' column shows 'Posted' for all entries. The 'Process Name' column shows 'AOC_MAIN' for most entries and 'ARUPDATE' for some. Below the table, there are links for 'Go back to Single Action Invoice', 'Save', 'Notify', and 'Process List | Server List'.

| Step | Action |
|------|---|
| 21. | <p>Verify that the Run Status changed to Success and the Distribution Status changed to Posted.</p> |
| 22. | <p>Verify that your invoices ran without errors.</p> <p>Click the AOC_MAIN link.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 23. | <p>The Process Detail page displays.</p> <p>Click the 13477 - BIIVC000 Success link.</p> <p>13477 - BIIVC000 Success</p> |
| 24. | <p>Click the Message Log link.</p> <p>Message Log</p> |



| Step | Action |
|------|--|
| 25. | The Message Log displays. Confirm that the Bill Headers and Lines did not run into errors. |
| 26. | You have successfully completed the <i>Run the Single Action Invoice Process</i> topic. You have learned to: - execute the single action invoice process End of Procedure. |

Lesson 4: Processing Bad Checks

Lesson Overview

Bad Checks are considered an adjustment and are not included in the cash register interface (BUS). The transactions related to bad checks are entered manually in GEARs Billing.

Lesson Objectives

After completing this lesson, you will be familiar with:

- Billing a Customer for bad check charges
- Billing a Customer for bad checks (case related)

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



4.1 Billing a Customer for Bad Check Charges (Non-Case Related)

In this section, you will use several pages within the GEARS Billing module to manually enter non-case related bad check transactions.

After completing this section, you will be able to:

- Identify the Original Bill
- Create a Customer
- Credit and Rebill the Original Invoice
- Update rebilling the invoice
- Unpost the payment for the original bill
- Cancel the invoice

4.1.1 Identifying the Original Bill

The first step in processing bad checks is to identify the original bill. If the original bill or invoice is not known, then the research can be done with a query. If you have the Receipt Number (which is stored in the Contract Number field), the query will provide you with the associated Invoice Number so you can credit it.

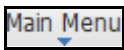



In this topic, you will use the **Query View** pages in GEARS to query and identify the original bill.



After completing this topic, you will learn how to:

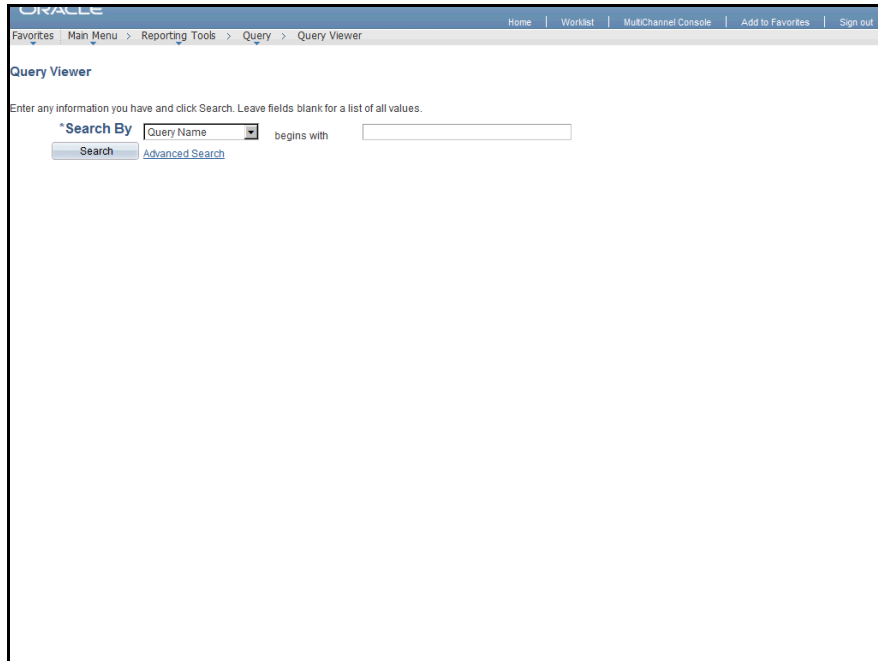
- Query and identify the original bill using the Query Viewer

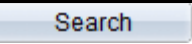
Procedure

In this topic, you will use the Query Viewer pages in GEARS to query and identify the original bill.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Query Viewer page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Menu sorted in ascending order. Click to sort in descending order button.  |
| 4. | Click the Reporting Tools menu.  |

| Step | Action |
|------|---|
| 5. | Click the Query menu.  Query |
| 6. | Click the Query Viewer menu.  Query Viewer |



| Step | Action |
|------|---|
| 7. | The Query Viewer search page displays. Enter the desired information into the Search By Required field. Enter "AOC_BAD_Check_REC" . |
| 8. | Click the Search button.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

| Query | Personalize | Find | View All | Print | First | 1 of 1 | Last | |
|-------------------|-------------------------------|--------------|---------------|----------------------|-----------------------|---------------------|--------------------------|--------------------------|
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
| AOC_BAD_CHECK | Bad Checks by Case# or Ticket | Public | | HTML | Excel | XML | Schedule | Favorite |

javascript:submitAction_win0(document.win0,"QRYRUN\$0");

| Step | Action |
|------|--|
| 9. | <p>The Query Viewer Search Results displays.</p> <p>Click the HTML link to view query results online. The data can also be viewed in Excel.</p> <p>HTML</p> |

AOC_BAD_CHECK- Bad Checks by Case# or Ticket

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First [1-1 of 1](#) Last

| | Unit | Invoice | Bill To | Acctg Date | Lading | Inv Amt | Date |
|---|-------|------------|---------|------------|---------|---------|------------|
| 1 | JUD52 | 0000000014 | JUD52 | 01/14/2013 | 1234456 | 350.000 | 01/14/2013 |

| Step | Action |
|------|---|
| 10. | <p>Enter your Receipt Number at the prompt.</p> <p>Click on the Excel Spreadsheet link if you wish to view the data in Excel.</p> |

AOC_BAD_CHECK- Bad Checks by Case# or Ticket

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First [1-1 of 1](#) Last

| | Unit | Invoice | Bill To | Acctg Date | Lading | Inv Amt | Date |
|---|-------|------------|---------|------------|---------|---------|------------|
| 1 | JUD52 | 0000000014 | JUD52 | 01/14/2013 | 1234456 | 350.000 | 01/14/2013 |

javascript: bSubmitted=false;submitAction_win3(document.win3, #ICQ-yDown...

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 11. | Write down or record the Invoice Number . In this example, the invoice number is 0000000014. |
| 12. | You have successfully completed the <i>Identifying the Original Bill</i> topic. You have learned to: - query and identify the original bill End of Procedure. |

4.1.2 Creating a Customer

The next step in the Bad Check process is to manually add the customer in GEARS, if the customer is not already set up in GEARS.

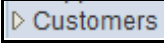


In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer ID, if one does not already exist.

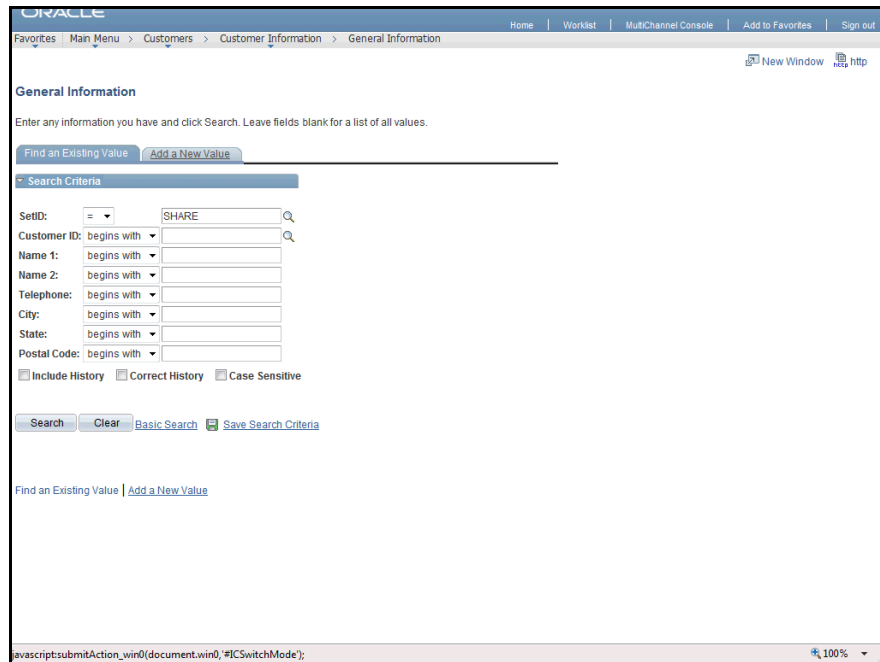
After completing this topic, you will learn how to:

- Create a new customer and customer ID

Procedure

In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Customer Information - General Information page. Click the Customers link.  |
| 2. | Click the Customer Information link.  |
| 3. | Click the General Information link.  |



Oracle
Favorites | Main Menu > Customers > Customer Information > General Information | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window http

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = SHARE

Customer ID: begins with

Name 1: begins with

Name 2: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

javascript:submitAction_win0(document.win0,'#[CSwitchMode]'); 100%

| Step | Action |
|------|--|
| 4. | <p>The Customer Information - General Information search page displays. Before you create a new customer, check to see if the customer already exists in the system.</p> <p>Under the Find an Existing Value tab, select "contains" under the Name 1 dropdown field. Enter a portion of the customer's name in the field.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Favorites | Main Menu > Customers > Customer Information > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window http

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = SHARE

Customer ID: begins with

Name 1: begins with

Name 2: begins with

Telephone: begins with

City: begins with

State: begins with

Postal Code: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

javascript:submitAction_win0(document.win0,'#[SwitchMode]');

100%

| Step | Action |
|------|---|
| 5. | If the customer doesn't exist, click the Add a New Value tab. Add a New Value |

ORACLE

Favorites | Main Menu > Customers > Customer Information > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window http

General Information

Find an Existing Value | Add a New Value

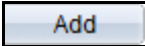
SetID: SHARE

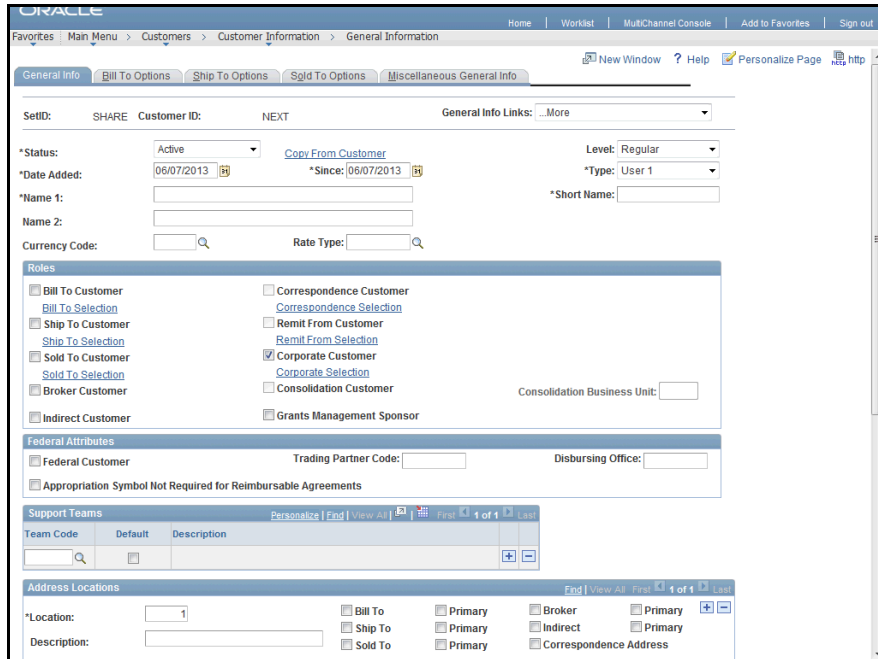
Customer ID: NEXT



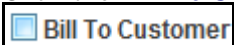

Add

Find an Existing Value | Add a New Value

100%

| Step | Action |
|------|---|
| 6. | <p>The General Information - Add New Value search page displays.</p> <p>Click the Add button.</p>  |








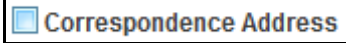
| Step | Action |
|------|---|
| 7. | <p>The Customer Information - General Information page displays.</p> <p>Enter the desired information into the Name 1 field. Enter "Anne Arundel Office Management".</p> |
| 8. | <p>Click the Type list.</p>  |
| 9. | <p>Click the Local Customer list item.</p>  |
| 10. | <p>Enter the desired information into the Currency Code field. Enter "USD".</p> |
| 11. | <p>Enter the desired information into the Rate Type field. Enter "CRRNT".</p> |
| 12. | <p>Click the Bill To Customer option.</p>  |
| 13. | <p>Click the Sold To Customer option.</p>  |

Training Guide

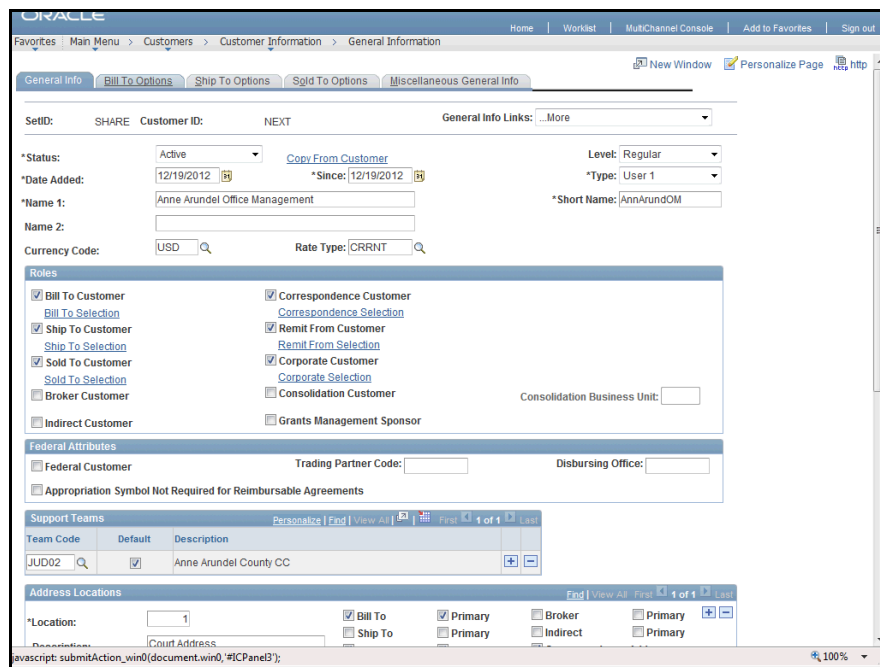
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

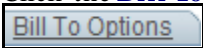


| Step | Action |
|------|-------------------------------|
| 14. | Move the scrollbar downwards. |

| Step | Action |
|------|---|
| 15. | Enter the desired information into the Team Code field. Enter " SALES ". |
| 16. | Click the Default option.  |
| 17. | Click the Bill To option in the Address Locations section.  |
| 18. | Click the Sold To option.  |
| 19. | Click the Primary option.  |
| 20. | Click the Primary option.  |
| 21. | Click the Correspondence Address option.  |
| 22. | Enter " customer address on file " into the Address Locations Description field. |
| 23. | Enter the customer's address in the Address 1 field, such as " 210 Holiday Court. " |

| Step | Action |
|------|---|
| 24. | Enter the desired information into the City field. Enter " Annapolis ". |
| 25. | Enter the desired information into the State field. Enter " MD ". |
| 26. | Enter the desired information into the Postal field. Enter " 21401 ". |
| 27. | Move the scrollbar upwards. |



| Step | Action |
|------|--|
| 28. | Click the Bill To Options tab.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
Favorites | Main Menu > Customers > Customer Information > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Info | **Bill To Options** | Ship To Options | Sgld To Options | Miscellaneous General Info

SetID: SHARE Customer ID: NEXT Anne Arundel Office Management

Customer Bill To Options Find | View All First 1 of 1 Last

*Effective Date: 12/19/2012 *Status: Active
Currency Code: USD Rate Type: CRRNT

Responsibilities:
Credit Analyst: Collector:
AR Specialist: Bill Inquiry Phone:
Billing Specialist: Billing Authority:

Billing Options
☒ Direct Invoicing
☐ Federal Highway File
☐ Prompt for Billing Currency
*Freight Bill Type: Shipping
Bill Type:
Billing Cycle Identifier:
Invoice Form:
Bill By Identifier:
AR Distribution Code:
Hold Number of Days:

Billing Consolidation Data
Consolidation Key:
SetID:
Customer ID:

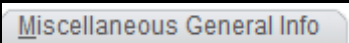
Blanket Purchase Orders
Blanket PO Number:
Start Date:
End Date:

Order Management Options
☐ Purchase Order Required
☐ Disable Prices on Receipt

InterUnit Billing
☐ InterUnit Customer
GL Business Unit:

Immediate Payment Options
☐ Immediate Payment Required
Deposit Percent:

javascript: submitAction_win0(document.win0, '#ICPanel3');

| Step | Action |
|------|--|
| 29. | The Bill To Options page displays. Enter the desired information into the Credit Analyst field. Enter " DEFAULT ". |
| 30. | Enter the desired information into the Collector field. Enter " DEFAULT ". |
| 31. | Click the Miscellaneous General Info tab.  |

Oracle AR220 Miscellaneous General Info page. The page displays various fields for customer information, including Name 1, Name 2, Name 3, Tax ID, Vendor SetID, Vendor ID, Workflow User, Customer Web Site, and Stock Symbol. It also includes a Sub Customer Information section with SubCustomer 1 and SubCustomer 2 fields. The page is titled 'Miscellaneous General Info' and has a breadcrumb trail: 'General Info > Bill To Options > Ship To Options > Sold To Options > Miscellaneous General Info'.

| Step | Action |
|------|---|
| 32. | The Miscellaneous General Info page displays. Review the Miscellaneous General Information page. |

Oracle AR220 Miscellaneous General Info page. The page displays various fields for customer information, including Name 1, Name 2, Name 3, Tax ID, Vendor SetID, Vendor ID, Workflow User, Customer Web Site, and Stock Symbol. It also includes a Sub Customer Information section with SubCustomer 1 and SubCustomer 2 fields. The page is titled 'Miscellaneous General Info' and has a breadcrumb trail: 'General Info > Bill To Options > Ship To Options > Sold To Options > Miscellaneous General Info'. The Customer ID field is circled in red, showing the value '1000000001'.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 33. | Note that there is now an ID associated with the Customer that you created. |
| 34. | <p>You have successfully completed the <i>Creating a Customer</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - manually create a customer <p>End of Procedure.</p> |

4.1.3 Crediting the Original Invoice

The next step in the Bad Check process is to credit the bad check customer's original invoice. GEARS has a 2-in-1 process called Credit and Rebill. A Credit Invoice is created to reverse the original invoice. The main reason for reversing or Crediting the Original Bill is to reverse the revenue journal entry which was created. A Rebill Invoice with a Status of 'New' is also created to re-invoice the customer.


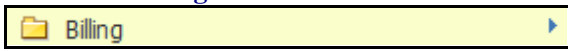
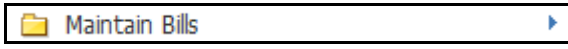

In this topic, you will use the **Adjust Entire Bill** pages in GEARS to credit the bad check customer's original invoice.

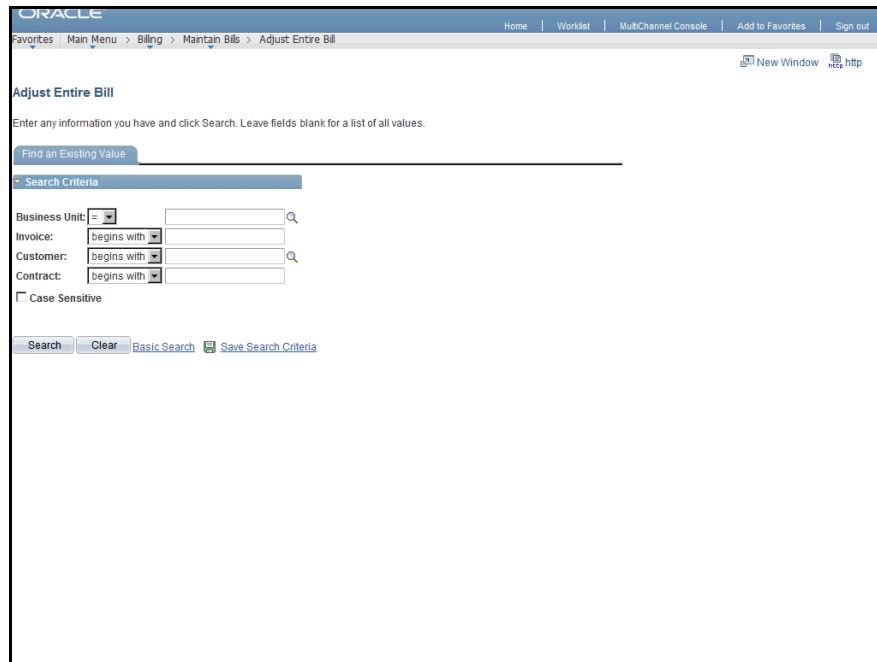
After completing this topic, you will learn how to:

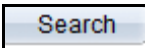
- Credit a Credit Invoice for a customer's bad check

Procedure

In this topic, you will use the **Adjust Entire Bill** pages in GEARS to manually credit an invoice.

| Step | Action |
|------|---|
| 1. | <p>Begin by navigating to the Adjust Entire Bill page.</p> <p>Click the Main Menu button.</p>  |
| 2. | <p>Click the Billing menu.</p>  |
| 3. | <p>Click the Maintain Bills menu.</p>  |
| 4. | <p>Click the Adjust Entire Bill menu.</p>  |



| Step | Action |
|------|--|
| 5. | <p>The Adjust Entire Bill search page displays.</p> <p>Enter your Business Unit (Batch Agency) in the Business Unit field.</p> |
| 6. | <p>Click the Search button.</p> <div>  </div> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Favorites | Main Menu | Billing | Maintain Bills | Adjust Entire Bill | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Adjust Entire Bill

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: JUD52

Invoice: begins with

Customer: begins with

Contract: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-7 of 7 Last

| Business Unit | Invoice | Invoice Type | Bill Type | Identifier | Bill Source | Customer | Contract |
|---------------|------------|--------------|-----------|------------|-------------|----------|----------|
| JUD52 | 0000000014 | Regular | C | CCS | JUD52 | (blank) | |
| JUD52 | 0000000013 | Regular | C | ONLINE | JUD52 | (blank) | |
| JUD52 | 0000000012 | Regular | C | ONLINE | JUD52 | (blank) | |
| JUD52 | 0000000009 | Regular | C | ONLINE | JUD52 | (blank) | |
| JUD52 | 0000000008 | Regular | PAID | ONLINE | JUD52 | (blank) | |
| JUD52 | 0000000004 | Regular | C | UGS | JUD52 | (blank) | |
| JUD52 | 0000000003 | Regular | C | UGS | JUD52 | (blank) | |

| Step | Action |
|------|--|
| 7. | Select the invoice associated with the Bad Check. <u>0000000003</u> |

ORACLE

Favorites | Main Menu | Billing | Maintain Bills | Adjust Entire Bill | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Adjust Entire Bill

Unit: JUD52 Bill To: JUD52 Anne Arundel County District Court

Invoice: 0000000003 Invoice Amt: 10,000.00 USD

Select Bill Adjustment Action

☒ No Bill Action

☐ Credit Entire Bill

☐ Credit & Rebill

Adjustment Results


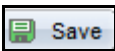

*Credit Bill: NEXT

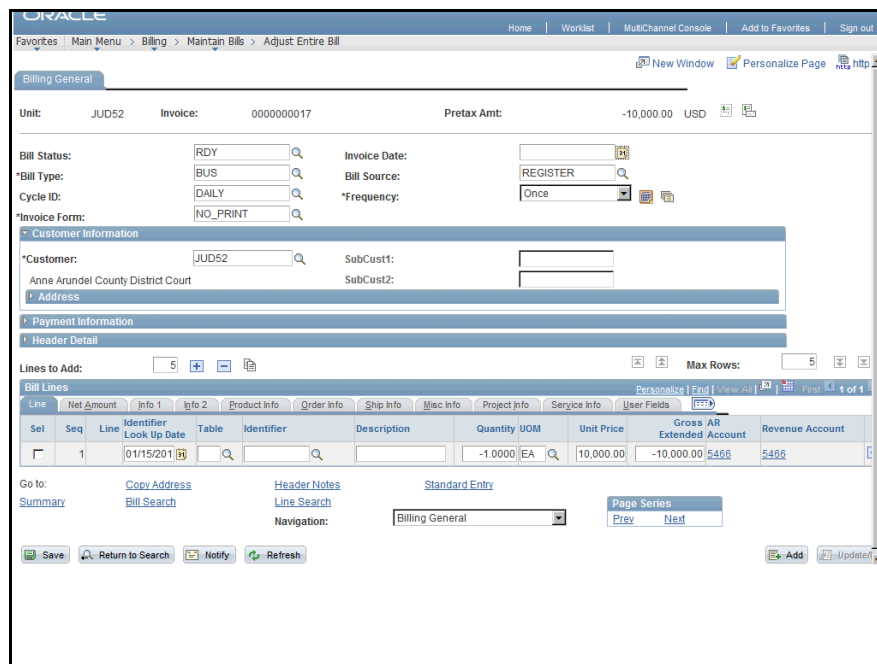
Rebill Bill: NEXT

Header Info 1

Adjustment Reason:

Save Return to Search Previous in List Next in List Notify Refresh

| Step | Action |
|------|--|
| 8. | <p>The Adjust Entire Bill page displays.</p> <p>Click the Credit & Rebill option.</p>  |
| 9. | <p>Enter the desired information into the Adjustment Reason field. Enter "BADCHECK".</p> |
| 10. | <p>Click the Save button.</p>  |
| 11. | <p>Please make note of the Credit Bill and Rebill Bill Invoice Numbers. Write down the Rebill Bill Invoice Number. Also note the two Header Info hyperlinks that now appear alongside the Invoice Numbers.</p> <p>Click on the Header Info 1 link to access the Credit Bill Header.</p>  |

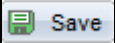


| Step | Action |
|------|---|
| 12. | <p>The Billing General page displays.</p> <p>Note the Bill has a status of RDY. Review the Bill to ensure this is the correct invoice to be credited.</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 13. | <p>Click the Save button.</p> <p>Once your changes, if any, have been made and saved, you will then need to run the Single Action Invoice Process.</p>  |
| 14. | <p>You have successfully completed the <i>Crediting of the Original Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none">- credit the original invoice <p>End of Procedure.</p> |

4.1.4 Running the Single Action Invoice Process

All revenue transactions must be finalized through the **Single Action Invoice** job in order to update the status of each invoice and make the accounting entries eligible for posting to the General Ledger. Instead of running key Billing processes separately, the **Single Action Invoice** job allows you to run these processes in an automated sequence after initiating the job. The following processes are included in the **Single Action Invoice** job:

1. The initial process, *Finalization*, creates the invoice and PDF file for printing
2. The next process creates the accounting lines for the Revenue distribution.

When the Single Action Invoice process completes, there are reports generated that lists the amount of each invoice that was a part of the batch. Also, the "Load GL Accounting Entries" report is available for review in the process monitor.

NOTE: Bills must have a status of "RDY" (Ready to Invoice) before the Single Action Invoice process is run.






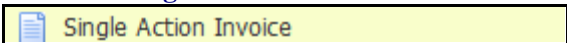
In this topic, you will use the Single Action Invoice pages to run the Single Action Invoice process.

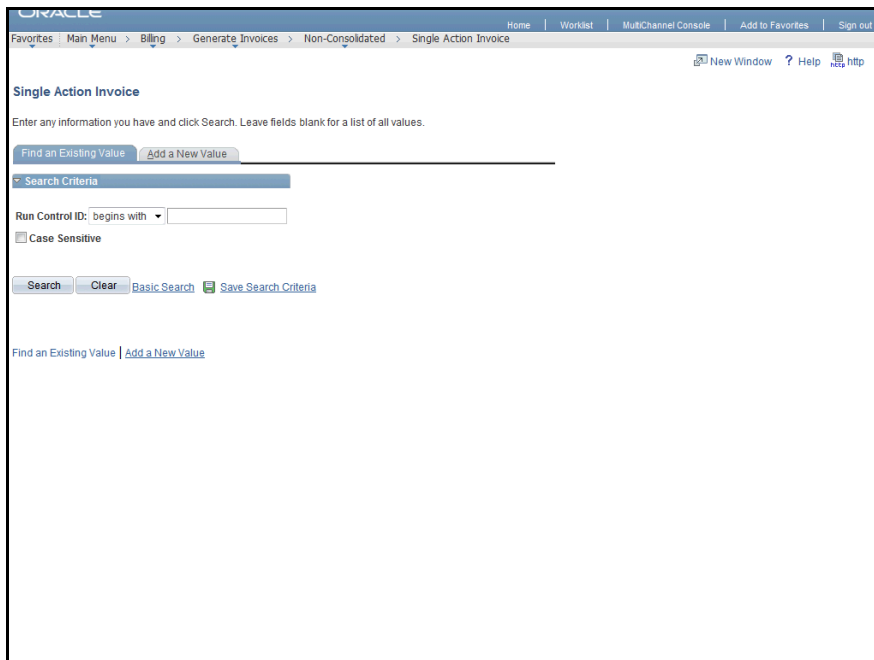
After completing this topic, you will learn how to:

- Run the Single Action Invoice process
- View a bill status changed from 'RDY' (ready) to 'INV' (invoiced)

Procedure

In this topic, you will learn how to execute single action invoice process.

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Single Action Invoice page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Generate Invoices menu.  |
| 5. | Click the Non-Consolidated menu.  |
| 6. | Click the Single Action Invoice menu.  |

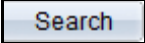


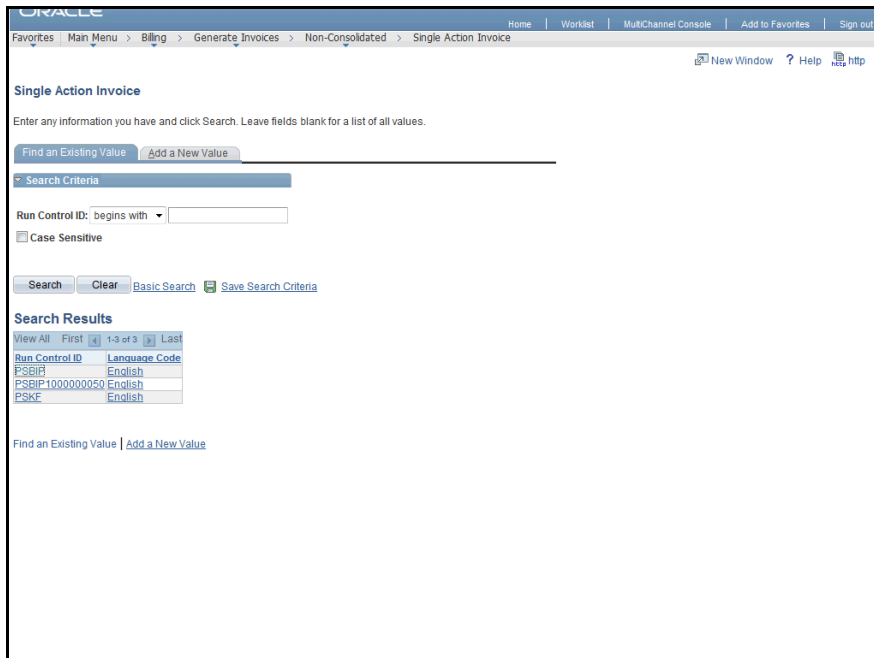
The screenshot shows the Oracle Single Action Invoice page. The breadcrumb trail at the top reads: Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice. The page title is "Single Action Invoice". Below the title, there is a search bar with "Find an Existing Value" and "Add a New Value" buttons. A "Search Criteria" section is visible, containing a dropdown for "Run Control ID: begins with" and a checkbox for "Case Sensitive". At the bottom of the search criteria, there are "Search", "Clear", "Basic Search", and "Save Search Criteria" buttons. The page also includes a "New Window" button, a "Help" icon, and a "http" icon.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 7. | <p>The Single Action Invoice search page displays.</p> <p>NOTE: Click the Add a New Value tab if there isn't an existing value available.</p> <p>Click the Search button.</p>  |



Single Action Invoice

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID: begins with

☐ Case Sensitive


Search | Clear | Basic Search | Save Search Criteria

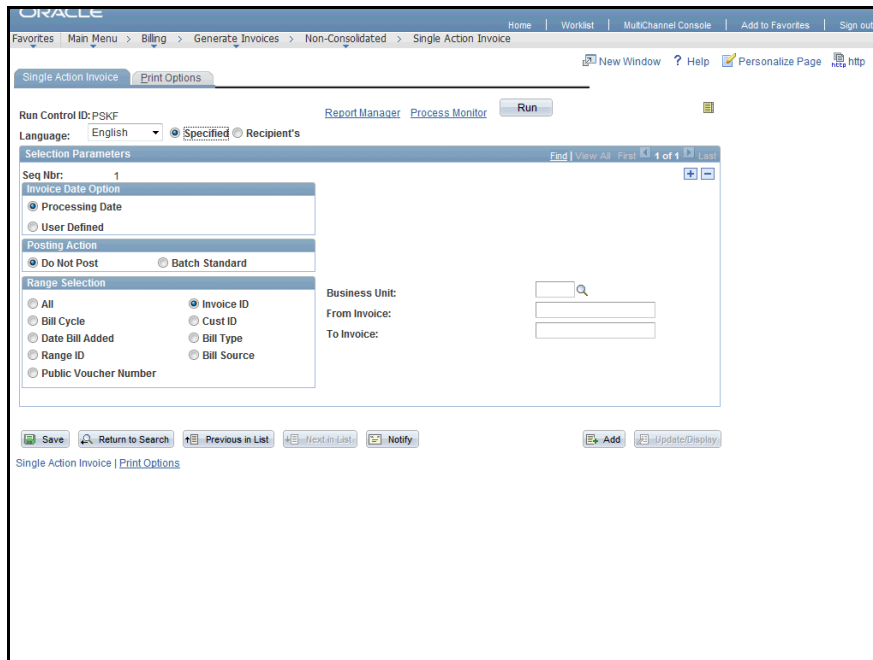
Search Results

View All | First | 1-3 of 3 | Last

| Run Control ID | Language Code |
|-----------------|---------------|
| PSBIP | English |
| PSBIP1000000050 | English |
| PSKF | English |

Find an Existing Value | Add a New Value

| Step | Action |
|------|--|
| 8. | <p>Click the PSKF link.</p>  |



Oracle
Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

Single Action Invoice | Print Options

Run Control ID: PSKF | Report Manager | Process Monitor | Run

Language: English | Specified | Recipient's

Selection Parameters

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☒ Do Not Post

☐ Batch Standard

Range Selection

☒ All

☐ Bill Cycle

☐ Date Bill Added

☐ Range ID

☐ Public Voucher Number

☒ Invoice ID

☐ Cust ID

☐ Bill Type

☐ Bill Source





Business Unit:

From Invoice:

To Invoice:

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Single Action Invoice | Print Options

| Step | Action |
|------|--|
| 9. | The Single Action Invoice page displays. Click the Bill Source option.  |
| 10. | Click the Batch Standard option.  |
| 11. | Click the Processing Date option if it is not already selected.  |
| 12. | Enter the desired information into the Business Unit field. Enter " jud53 ". |
| 13. | Enter the desired information into the Source field. Enter " REGISTER ". |
| 14. | Click the Bills To Be Processed button.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Personalize Page Saved

Bills To Be Processed

| Unit | Invoice | Status | Customer | Inv Layout | Layout Type | Bill To Media |
|-------|------------|--------|------------|------------|-------------|---------------|
| JUD53 | 1000000134 | RDY | 1000000024 | XMLPUB | X | Print Copy |

Return

| Step | Action |
|------|--|
| 15. | <p>The Bills to be Processed page displays.</p> <p>Verify that the Status reads RDY.</p> <p>Click the Return button.</p> <p>Return</p> |


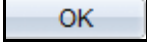
| Step | Action |
|------|---|
| 16. | <p>The Single Action Invoice page displays.</p> <p>Click the Run button.</p> <div>Run</div> |


| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|--------------------------|-------------------------------|--------------|--------------------|--------|---------|--------------|
| <input type="checkbox"/> | AOC_Invoicing - GRANTS ONLY | AOC_GMBI | PSJob | (None) | (None) | Distribution |
| <input type="checkbox"/> | AOC_Circuit & District Courts | AOC_MAIN | PSJob | (None) | (None) | Distribution |
| <input type="checkbox"/> | Pre-process & Finalization | BIIVC000 | Application Engine | Web | TXT | Distribution |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 17. | <p>The Process Scheduler Request page displays.</p> <p>Click the Select option for AOC Circuit & District Courts.</p>  |
| 18. | <p>Click the OK button.</p>  |

| Step | Action |
|------|--|
| 19. | <p>The Single Action Invoice page displays.</p> <p>Click the Process Monitor link.</p>  |

Oracle AR220 Process List page. The page displays a table of processes with the following columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 10 rows of data. Above the table are search filters for User ID, Server, Name, Instance, Run Status, and Distribution Status, along with a Refresh button. The page also includes navigation links like 'Go back to Single Action Invoice', 'Save', 'Notify', and 'Process List | Server List'.

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 18207 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 1:41:57PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 18206 | | SQR Report | BIIVCSTS | ken.vp1 | 04/03/2013 1:38:48PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18205 | | Application Engine | BIIF0001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

| Step | Action |
|------|--|
| 20. | <p>The Process List page displays.</p> <p>Click the Refresh button.</p> <div>Refresh</div> |

Oracle AR220 Process List page. The page displays a table of processes with the following columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 10 rows of data. Above the table are search filters for User ID, Server, Name, Instance, Run Status, and Distribution Status, along with a Refresh button. The page also includes navigation links like 'Go back to Single Action Invoice', 'Save', 'Notify', and 'Process List | Server List'.

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 18207 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 1:41:57PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18206 | | SQR Report | BIIVCSTS | ken.vp1 | 04/03/2013 1:38:48PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18205 | | Application Engine | BIIF0001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

Training Guide

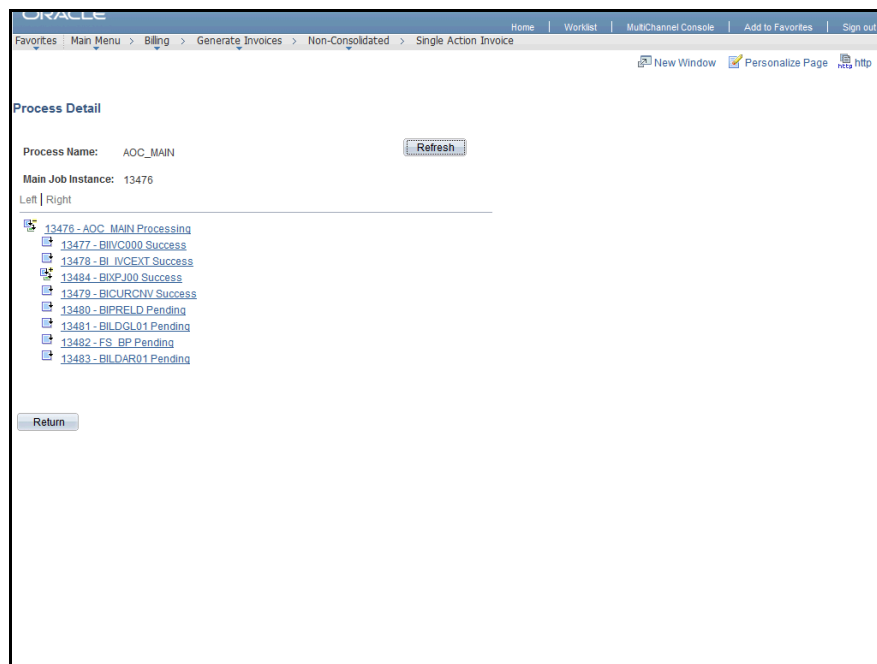
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



GEARS

General Enterprise And Resource Support

| Step | Action |
|------|---|
| 21. | Verify that the Run Status changed to Success and the Distribution Status changed to Posted . |
| 22. | Verify that your invoices ran without errors. Click the AOC_MAIN link. AOC MAIN |



| Step | Action |
|------|---|
| 23. | The Process Detail page displays. Click the 13477 - BIIVC000 Success link. 13477 - BIIVC000 Success |
| 24. | Click the Message Log link. Message Log |



| Step | Action |
|------|--|
| 25. | The Message Log displays. Confirm that the Bill Headers and Lines did not run into errors. |
| 26. | You have successfully completed the <i>Run the Single Action Invoice Process</i> topic. You have learned to: - execute the single action invoice process End of Procedure. |

4.1.5 Rebilling an Invoice

Bad check fee charges are applied to the Rebill Invoice that was created using the Credit and Rebill process in GEARS. You will apply the bad check charge fee by updating the Rebill Invoice. You will create a new bill line to the Rebill Invoice, capturing the cost and accounting distribution for the bad check fee. The Rebill Invoice is then saved in GEARS with a Status of 'Hold'. Bills that have a status of 'Hold' will not send a journal entry to General Ledger. The purpose for the new Hold Invoice is for tracking. When the payment is received in full, you will cancel this invoice. If a partial payment is received, we will draw down the open balance of this invoice to process the partial payment. The Invoice Form will be updated to Bad Check and the ProForma invoice will print.

In this topic, you will use the **Adjust Entire Bill** pages in GEARS to credit the bad check customer's original invoice.

After completing this topic, you will learn how to:

Training Guide






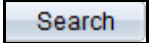
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court





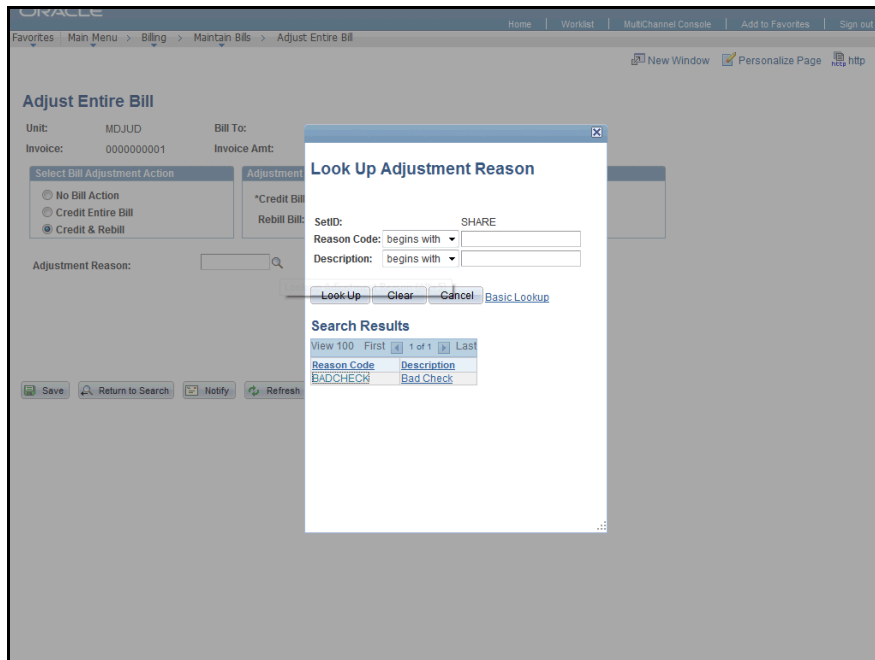
- Rebill an Invoice for a customer's bad check

Procedure


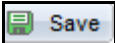
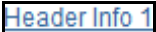
In this topic, you will learn how to credit the original invoice and rebill the invoice.

| Step | Action |
|------|---|
| 1. | Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Maintain Bills menu.  |
| 5. | Click the Adjust Entire Bill menu.  |
| 6. | Click the Search button.  |

| Step | Action |
|------|---|
| 7. | <p>The Adjust Entire Bill page displays.</p> <p>Click the Credit & Rebill option.</p>  |
| 8. | <p>Click the Look Up Adjustment Reason button.</p>  |



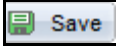

The screenshot shows the 'Adjust Entire Bill' page in the Oracle AR220 application. A modal dialog titled 'Look Up Adjustment Reason' is open. The dialog contains search criteria: 'SetID' is 'SHARE', 'Reason Code' is 'begins with', and 'Description' is 'begins with'. Below the search criteria are buttons for 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'. The 'Search Results' section shows a table with two columns: 'Reason Code' and 'Description'. The first row of results is 'BADCHECK' and 'Bad Check'.

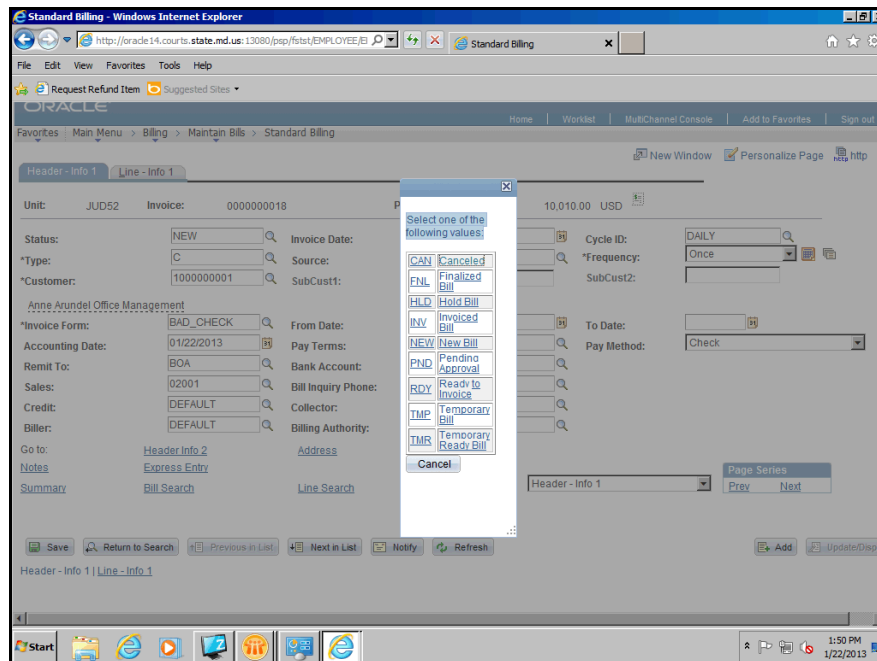
| Step | Action |
|------|---|
| 9. | <p>The Look Up Adjustment Reason window displays.</p> <p>Click the BADCHECK link.</p>  |
| 10. | <p>Click the Save button.</p>  |
| 11. | <p>Click the Header Info 1 link.</p>  |



Training Guide

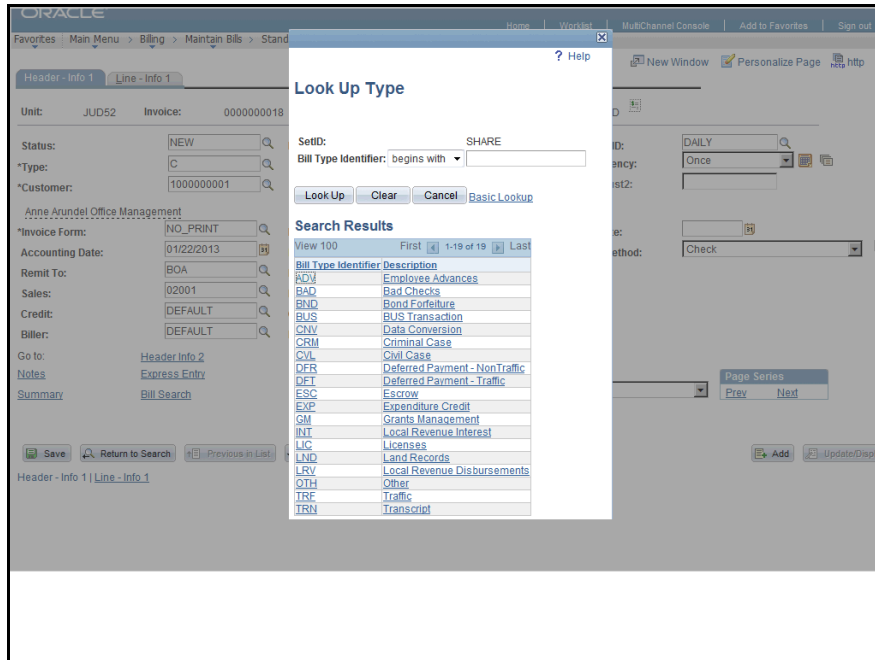
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court


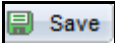



| Step | Action |
|------|--|
| 12. | <p>The Header Info 1 page displays.</p> <p>Review and confirm the information on the page.</p> <p>Click the Save button.</p>  |
| 13. | <p>Click the Look up Status button.</p>  |



| Step | Action |
|------|--|
| 14. | <p>Click the Hold Bill link.</p>  |
| 15. | <p>Click the Look up Type button.</p>  |



| Step | Action |
|------|--|
| 16. | <p>The Look Up Type search page displays.</p> <p>Click the BAD link.</p>  |
| 17. | Enter your previously created customer into the Customer field. In this example, " 1000000001 " is entered. |
| 18. | Enter " t " in the Invoice Date field to enter today's date. |
| 19. | Enter " t " in the Accounting Date field. |
| 20. | <p>Click the Save button.</p>  |
| 21. | <p>Click the Line - Info 1 tab.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Standard Billing - Windows Internet Explorer

http://oracle14.court.state.md.us:13080/psp/fstst/EMPLOYEE/E

Standard Billing

Request Refund Item Suggested Sites

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Billing Maintain Bills Standard Billing

New Window Personalize Page

Header - Info 1 Line - Info 1

Unit: JUD52 Bill To: 1000000001 Pretax Amt: 0.00 USD
 Invoice: 0000000018 Anne Arundel Office Management Max Rows: 5

Bill Line

Identifier Look Up Date: 01/22/2013


Seq: 3 Line: Net Extended: 10,000.00
 Table: ID Identifier: RCS100 Description: Test Vending

Quantity: 1.0000 From Date: To Date:
 Unit of Measure: EA To Date:
 Unit Price: 10,000.0000 Line Type: REV Accumulate
 Gross Extended: 10,000.00 Tax Code: Tax Exempt
 Less Discount: 0.00 Exempt Cert:
 Plus Surcharge: 0.00


Net Extended: 10,000.00
 VAT Amount: 0.00
 Tax Amount: 0.00
 Net Plus Tax: 10,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry Page Series

Start 1:31 PM 1/22/2013

| Step | Action |
|------|--|
| 22. | <p>The Standard Billing - Line - Info 1 page displays.</p> <p>Notice the line item(s) from the Credit Bill automatically carry forth onto the Rebill. Provided they still apply, they should not be changed. Next, we are going to add a line item for the Bad Check Fee.</p> |
| 23. | <p>Click the Add a new row at row 1 button, to add a line for the Bad Check Fee.</p> <p></p> |
| 24. | <p>Scroll the window downward and make sure you are looking at the line item you just added.</p> |

The screenshot shows the Oracle Standard Billing application. The 'Table' field is highlighted with a magnifying glass icon, indicating the 'Look up Table' button. The form includes fields for Identifier Look Up Date, Seq, Line, Table, Identifier, Net Extended, Description, Quantity, Unit of Measure, Unit Price, Gross Extended, Less Discount, Plus Surcharge, Net Extended, VAT Amount, Tax Amount, Net Plus Tax, From Date, To Date, Line Type, Tax Code, Exempt Cert, and Accumulate. The 'Table' field is currently empty, and the 'Look up Table' button is visible next to it.


| Step | Action |
|------|---|
| 25. | Click the Look up Table button.  |



The screenshot shows the Oracle Standard Billing application with a dropdown menu open over the 'Table' field. The dropdown menu contains the following options: 'Discount/ Table', 'PS/Billing Charge Id', and 'Surcharge Table'. The 'Look up Table' button is highlighted, and the 'Table' field is currently empty. The form includes fields for Identifier Look Up Date, Seq, Line, Table, Identifier, Net Extended, Description, Quantity, Unit of Measure, Unit Price, Gross Extended, Less Discount, Plus Surcharge, Net Extended, VAT Amount, Tax Amount, Net Plus Tax, From Date, To Date, Line Type, Tax Code, Exempt Cert, and Accumulate.


Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 26. | Click the PS/Billing Charge Id link. |
| 27. | Click the Look Up Identifier button.  |

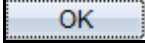
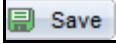

| Step | Action |
|------|--|
| 28. | The Look Up Identifier window displays. Click the BAD-CHECK link.  |
| 29. | Click the Show next row button to access the line with description of "BUS_PAYMENT".  |

| Step | Action |
|------|---|
| 30. | Click the Delete row 2 button to delete this line item. Notice that the unit price is negative.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 31. | Click the OK button.  |
| 32. | Click the Save button.  |
| 33. | Click the Header - Info 1 link.  |

| Step | Action |
|------|--|
| 34. | <p>The Header - Info 1 page displays.</p> <p>Notice the Pretax Amt has been adjusted to display \$10,010.00 USD.</p> <p>Click the Proforma Invoice button to display the invoice for printing to send to the local customer.</p> |
| 35. | <p>You have successfully completed the <i>Updating Rebilling the Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - rebill the invoice <p>End of Procedure.</p> |

4.1.6 Canceling the Invoice

Upon receipt of payment for a Bad Check invoice, the BUS Interface will aggregate that transaction and load it into GEARS (BI) and creating an invoice (BI). There will be a query/report for identifying payments received through the BUS as Bad Check payments by, (1) Case/Citation Number or (2) Receipt Number. The corresponding Rebill Invoice that has a 'Hold' status will now need to be canceled.






In this topic, you will use the **Standard Billing** page in GEARS Billing to manually cancel the invoice.

After completing this topic, you will learn how to:

- Cancel the invoice

Procedure

In this topic, you will use the **Standard Billing** pages in GEARS to manually cancel the bill.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Standard Billing page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Maintain Bills menu.  |
| 5. | Click the Standard Billing menu.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

New Window http

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = MDJUD

Invoice: begins with

Bill Status: =

Customer: begins with

Contract: begins with

Bills in Business Unit: =



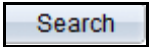
Template Invoice Flag: =


☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Main Content

| Step | Action |
|------|---|
| 6. | The Bill Entry search page displays. Enter your Business Unit (BU) in the Business Unit field. |
| 7. | Click the Bill Status list.  |
| 8. | Click the Hold Bill list item.  |
| 9. | Specifying the search with a particular Bill Status should narrow your search to one item, in which case you will be directed to that Bill's page. Click the Search button.  |

| Step | Action |
|------|--|
| 10. | <p>The Standard Billing - Header Info 1 page displays.</p> <p>Click the Look up Status button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 11. | <p>The Bill Status selection page displays.</p> <p>Click the Canceled link.</p> <p>Canceled</p> |

| Step | Action |
|------|---|
| 12. | <p>Click the Save button.</p> <p>Save</p> |
| 13. | <p>Verify that the bill is Saved with a Status of "Canceled."</p> |
| 14. | <p>You have successfully completed the <i>Canceling the Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - cancel the invoice <p>End of Procedure.</p> |

4.2 Billing a Customer for Bad Checks (Case Related)

Case related bad check processing differs from non-case related because the "billing" is issued by UCS instead of through GEARS. This section is a condensed version of the non-case bad check process as outlined in the previous section, "*Billing a Customer for Bad Check Charges (Non-Case Related)*".

In this section, you will use several pages within in GEARS Billing module to manually enter case related bad check transactions.

After completing this section, you will be able to:

- Identify the Original Bill
- Credit the Original Invoice

4.2.1 Identifying the Original Bill

The first step in processing bad checks is to identify the ordinal bill. If the original bill or invoice is not known, then the research can be done with a query. If you have the Case or Receipt Number (whichever value is in the Bill of Lading or Contract Number field), the query will provide you with the associated Invoice Number so you can credit it and the payment associated with it.






In this topic, you will use the **Query View** pages in GEARS to query and identify the original bill.

After completing this topic, you will learn how to:

- Query and identify the original bill using the Query Viewer

Procedure

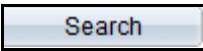
In this topic, you will use the Query Viewer pages in GEARS to query and identify the original bill.

| Step | Action |
|------|--|
| 1. | Click the Main Menu button.  |
| 2. | Begin by navigating to the Query Viewer page. Click the Menu not sorted. Click to sort in ascending order. button two times.  |
| 3. | Click the Reporting Tools menu.  |
| 4. | Click the Query menu.  |
| 5. | Click the Query Viewer menu.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

A screenshot of the Oracle Query Viewer search page. The browser's address bar shows the path: Favorites | Main Menu > Reporting Tools > Query > Query Viewer. The page title is "Query Viewer". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." The search section includes a "Search By" dropdown menu currently set to "Query Name", followed by a "begins with" label and a text input field. Below these are two buttons: "Search" and "Advanced Search".

| Step | Action |
|------|---|
| 6. | <p>The Query Viewer search page displays.</p> <p>Enter the desired information into the Search By Required field. Enter "AOC_BAD_Check".</p> |
| 7. | <p>Click the Search button.</p>  |

Oracle
Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

* Search By begins with

Search Results

*Folder View

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|---------------|-------------------------------|--------|--------|----------------------|-----------------------|---------------------|--------------------------|--------------------------|
| AOC_BAD_CHECK | Bad Checks by Case# or Ticket | Public | | HTML | Excel | XML | Schedule | Favorite |

javascript:submitAction_win0(document.win0,'QRYRUN\$0')

| Step | Action |
|------|---|
| 8. | Click the HTML link to view query results online. The data can also be viewed in Excel. HTML |

AOC_BAD_CHECK- Bad Checks by Case# or Ticket

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First Last

| | Unit | Invoice | Bill To | Acctg Date | Lading | Inv Amt | Date |
|---|-------|------------|---------|------------|---------|---------|------------|
| 1 | JUD52 | 0000000014 | JUD52 | 01/14/2013 | 1234456 | 350.000 | 01/14/2013 |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 9. | Enter your Case Number at the prompt. Click on the Excel Spreadsheet link if you wish to view the data in Excel. |

AOC_BAD_CHECK- Bad Checks by Case# or Ticket

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1:1 of 1

| | Unit | Invoice | Bill To | Acctg Date | Lading | Inv Amt | Date |
|---|-------|------------|---------|------------|---------|---------|------------|
| 1 | JUD52 | 0000000014 | JUD52 | 01/14/2013 | 123A456 | 350.000 | 01/14/2013 |

javascript: bSubmitted=false;submitAction_vin3(document.win3,'#ICQryDown...')

| Step | Action |
|------|---|
| 10. | Write down or record the Invoice Number . In this example, the invoice number is <i>0000000014</i> . |
| 11. | You have successfully completed the <i>Identifying the Original Bill</i> topic. You have learned to: - query and identify the original bill End of Procedure. |

4.2.2 Crediting the Original Invoice

The next step in the Bad Check process is credit the bad check customer's original invoice. GEARS has a 2-in-1 process called Credit and Rebill. A Credit Invoice is created to reverse the original invoice. A Rebill Invoice with a Status of 'New' is also created to re-invoice the customer.





In this topic, you will use the **Adjust Entire Bill** pages in GEARS to credit the bad check customer's original invoice.

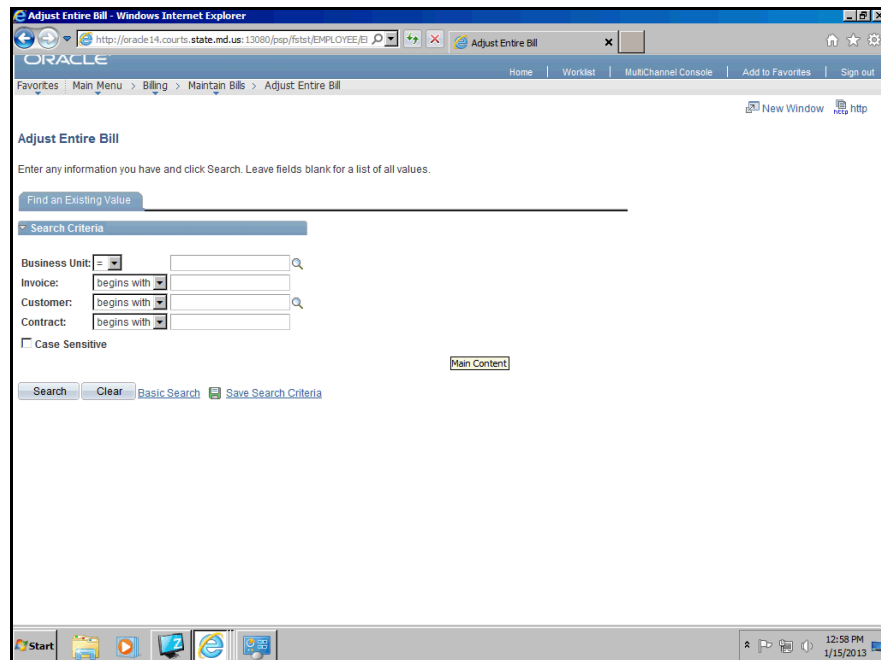
After completing this topic, you will learn how to:

- Credit a Credit Invoice for a customer's bad check

Procedure

In this topic, you will use the **Adjust Entire Bill** pages in GEARS to manually create an invoice.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Adjust Entire Bill page. Click the Main Menu button.  |
| 2. | Click the Billing menu.  |
| 3. | Click the Maintain Bills menu.  |
| 4. | Click the Adjust Entire Bill menu.  |



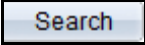

Training Guide


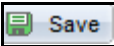
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court


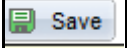


GEARS

General Enterprise And Resource Support

| Step | Action |
|------|--|
| 5. | The Adjust Entire Bill search page displays. Enter your Business Unit (Batch Agency) in the Business Unit field. |
| 6. | Click the Search button.  |
| 7. | Select the invoice associated with the Bad Check.  |

| Step | Action |
|------|--|
| 8. | The Adjust Entire Bill page displays. Click the Credit Entire Bill option.  |
| 9. | Enter the desired information into the Adjustment Reason field. Enter "BADCHECK" . |
| 10. | Click the Save button.  |

| Step | Action |
|------|---|
| 11. | <p>Please make note of the Credit Bill Invoice Number. Also note the Header Info hyperlink that now appears alongside the Invoice Number.</p> <p>The only remaining task is to review the Credit Bill to confirm this is the correct invoice. To do this, click on Header Info 1 to access the Credit Bill Header.</p>  |
| 12. | <p>Click the Save button.</p>  |
| 13. | Run the Single Action Invoice process. |
| 14. | <p>You have successfully completed the <i>Crediting and Rebilling the Original Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - credit the original invoice <p>End of Procedure.</p> |

Lesson 5 Processing Local Revenue Disbursements

Lesson Overview

The Judiciary collects revenue on behalf of local jurisdictions and state agencies. This lesson details the process by which the Judiciary will disburse the correct portion of collected revenue to the applicable local jurisdictions and state agencies.

The Local Revenue Disbursement process will generate credit invoices for the correct allocated amounts based on collected revenue. We leverage the GEARS refund process to load these into the Accounts Payable module for voucher creation and disbursement. This section details the end to end process by which the Judiciary will disburse the correct portion of collected revenue to the applicable local jurisdictions and state agencies.

Lesson Objectives:

After completing this section, you will be able to:

- Run the local revenue disbursements process
- Run the Billing Interface
- Review Bills
- Update the Invoice Status to Ready
- Run the Single Action Invoice Process
- Run the AR Update
- Review Customer Accounts
- Create a Refund Worksheet
- Verify the Customer's Account
- Load to Accounts Payable for Voucher Creation

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



5.1 Running Local Revenue Disbursements Process

Local Revenue Disbursement processing will create credit invoices with a Bill Type of LRV (Local Revenue) in the correct amount, as defined by the Charge Code to Distribution Code relationship where the local revenue disbursement amount can be defined by fixed amount or percentage.




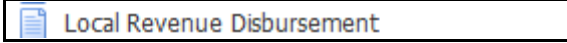
In this topic, you will use the **Local Revenue Disbursement** pages in GEARS to run local revenue disbursements.

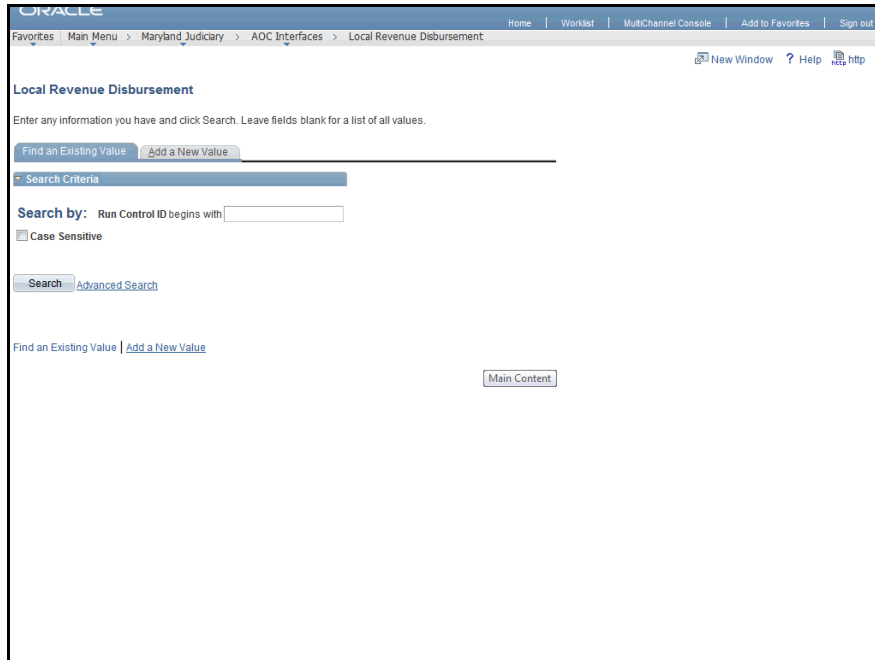
After completing this topic, you will learn how to:

- Run local revenue disbursements

Procedure

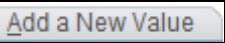
In this topic, you will use the **Local Revenue Disbursement** pages in GEARS to match and post the original bill to the credit bill.

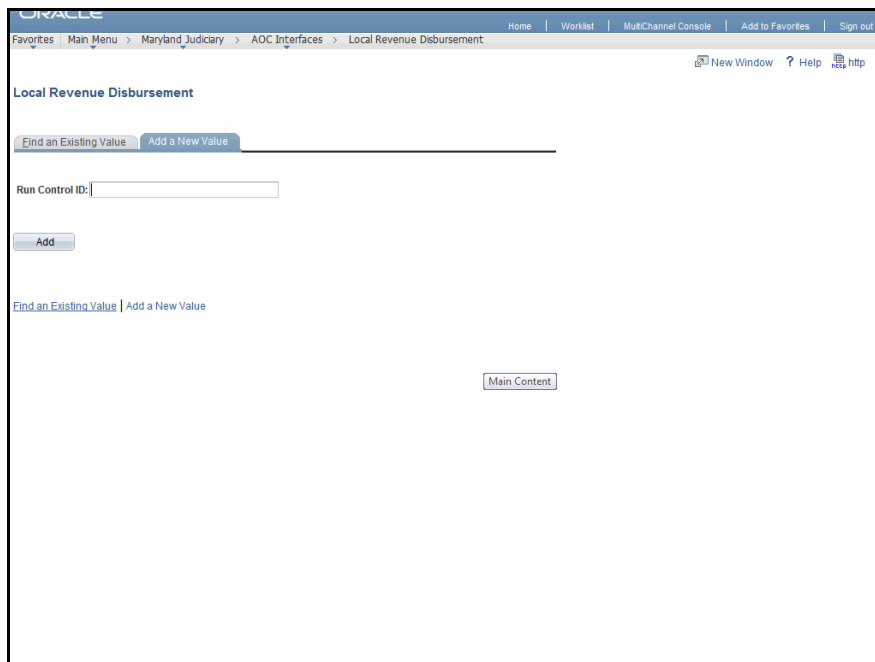
| Step | Action |
|------|---|
| 1. | Begin by navigating to the Local Revenue Disbursement page. Click the Main Menu button.  |
| 2. | Click the Maryland Judiciary menu.  |
| 3. | Click the AOC Interfaces menu.  |
| 4. | Click the Local Revenue Disbursement menu.  |



Local Revenue Disbursement
 Enter any information you have and click Search. Leave fields blank for a list of all values.
 Find an Existing Value | Add a New Value
 Search Criteria
 Search by: Run Control ID begins with

☐ Case Sensitive
 Search | Advanced Search
 Find an Existing Value | Add a New Value
 Main Content

| Step | Action |
|------|---|
| 5. | The Local Revenue Disbursement search page displays. Click the Add a New Value tab.  |



Local Revenue Disbursement
 Find an Existing Value | Add a New Value
 Run Control ID:

 Add
 Find an Existing Value | Add a New Value
 Main Content

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 6. | Enter the desired information into the Run Control ID field. Enter " PSKF ". |

Oracle
 Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > Local Revenue Disbursement
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help http

Local Revenue Disbursement

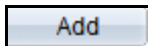
Find an Existing Value | Add a New Value

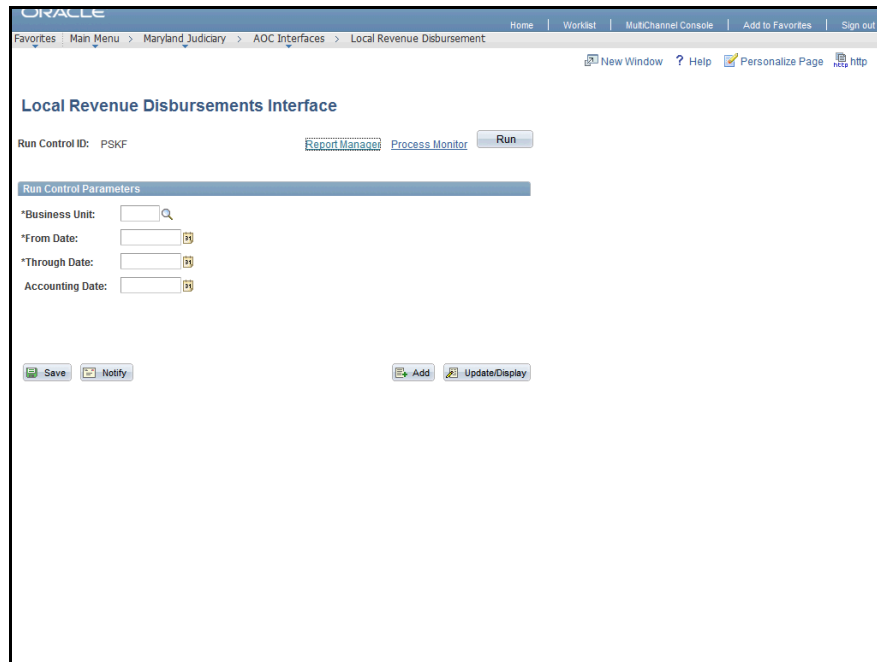
Run Control ID: PSKF


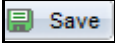
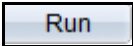
Add

Find an Existing Value | Add a New Value

| Step | Action |
|------|------------------------------|
| 7. | Click the Add button. |





| Step | Action |
|------|---|
| 8. | The Local Revenue Disbursements Interface page displays. Enter the desired information into the Business Unit field. Enter " jud53 ". |
| 9. | Enter the desired information into the From Date field. Enter " 09/01/12 ". |
| 10. | Enter the desired information into the Through Date field. Enter " 09/30/12 ". |
| 11. | Click in the Accounting Date field.  |
| 12. | Click the Save button.  |
| 13. | Click the Run button.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Favorites | Main Menu | Maryland Judiciary | AOC Interfaces | Local Revenue Disbursement

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process Scheduler Request

User ID: ken.vp1 Run Control ID: PSKF

Server Name: [dropdown] Run Date: 04/03/2013 [calendar icon]
 Recurrence: [dropdown] Run Time: 1:29:50PM [Reset to Current Date/Time]
 Time Zone: [dropdown]

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------------------|--------------|--------------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | Local Rev Dis Interface | AOC_DIS_INTF | Application Engine | Web | TXT | Distribution |

OK Cancel
 Ok (Enter)

| Step | Action |
|------|---|
| 14. | <p>The Process Scheduler Request page displays. Click the OK button.</p> <div>OK</div> |

ORACLE

Favorites | Main Menu | Maryland Judiciary | AOC Interfaces | Local Revenue Disbursement

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page Saved

Local Revenue Disbursements Interface


Run Control ID: PSKF Report Manager Process Monitor Run
 Process Instance: 18204

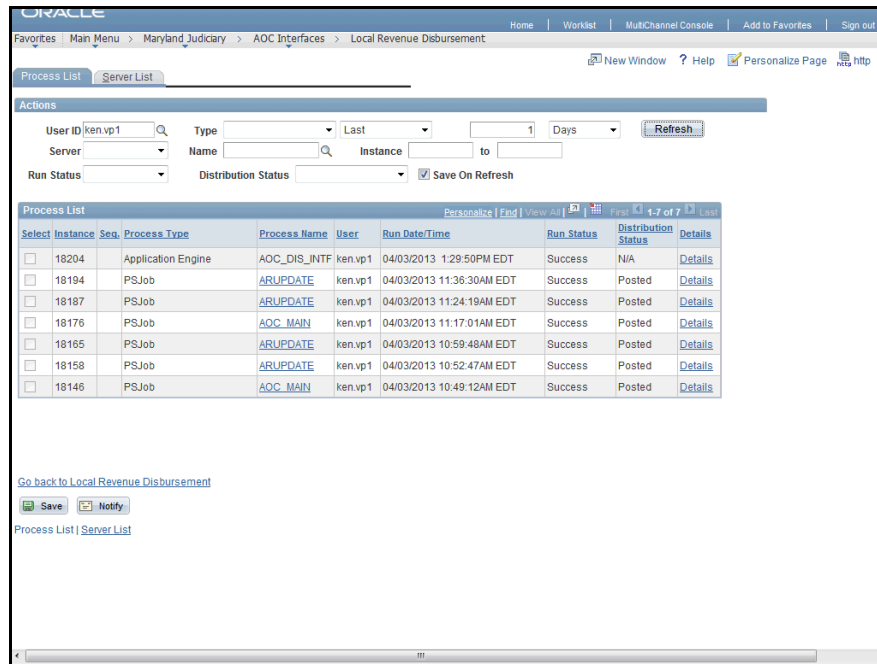
Run Control Parameters

*Business Unit: JUD53 [dropdown]
 *From Date: 09/01/2012 [calendar icon]
 *Through Date: 09/30/2012 [calendar icon]
 Accounting Date: 09/30/2012 [calendar icon]

Save Notify Add Update/Display


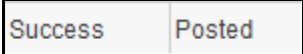
javascript:submitAction_win0(document.win0,'PRCSRQSTDLG_WRK_LOAD...')

| Step | Action |
|------|---|
| 15. | Click the Process Monitor link.  |



The screenshot shows the Oracle Process Monitor interface. At the top, there are navigation tabs for 'Process List' and 'Server List'. Below these are search filters for User ID, Type, Last, Days, and a Refresh button. A table lists several processes, including 'AOC_DIS_INTF', 'ARUPDATE', and 'AOC_MAIN'. The 'Run Status' column shows 'Success' and the 'Distribution Status' column shows 'Posted'.

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | N/A | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

| Step | Action |
|------|---|
| 16. | The Process List page displays. Click the Refresh button.  |
| 17. | Verify the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i> .  |
| 18. | You have successfully completed the <i>Running Local Revenue Disbursements Process</i> topic. You have learned to: - process the local revenue disbursement interface End of Procedure. |

5.2 Running the Billing Interface

The Billing Interface transmits the local revenue disbursement from the staging table to the Billing module in GEARS for processing. Bills are loaded with a Status of 'New'. This process is performed by running the Billing Interface Process.

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



- We will generate a PDF report by drilling into the Billing Interface Process in a section of PeopleSoft called Process Monitor, a centralized repository of information on all processes ran throughout the application.





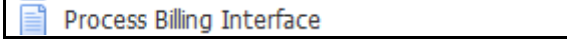
In this topic, you will demonstrate how to initiate the Billing Interface Process, including the steps to verify that the process ran successfully.

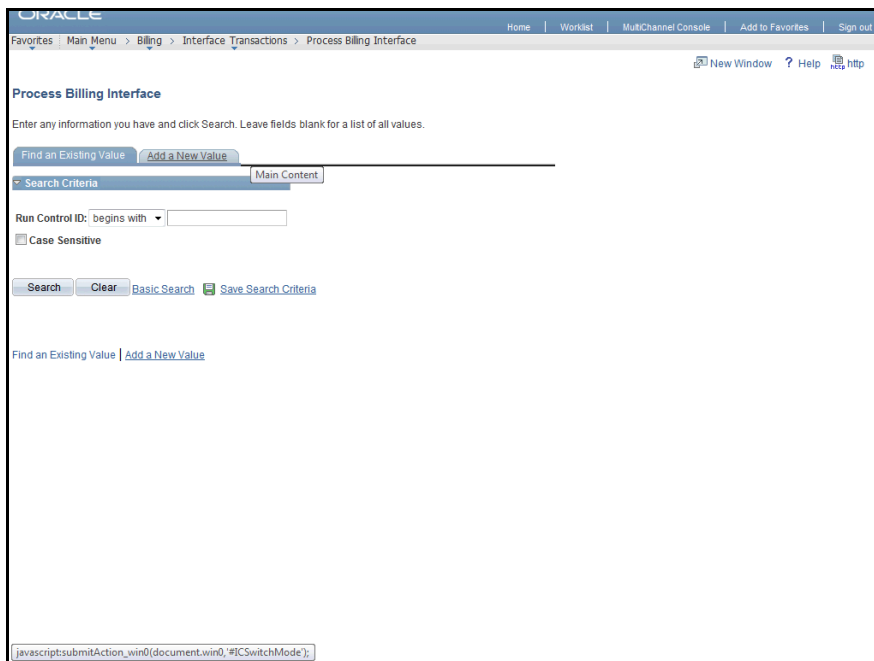
After completing this topic, you will learn how to:

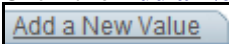
- Load local revenue disbursement data from the staging table by running the Billing Interface

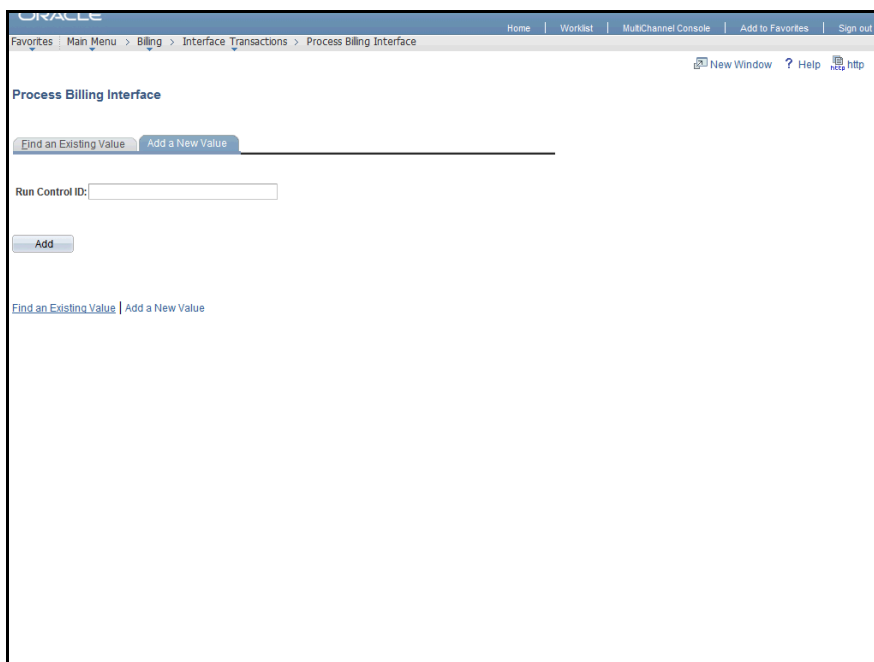
Procedure

In this topic, you will use the **Billing Interface** pages in GEARS to match and post the original bill to the credit bill.

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Process Billing Interface page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Interface Transactions menu.  |
| 5. | Click the Process Billing Interface menu.  |



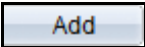
| Step | Action |
|------|--|
| 6. | <p>The Process Billing Interface search page displays.</p> <p>Click the Add a New Value tab.</p>  |





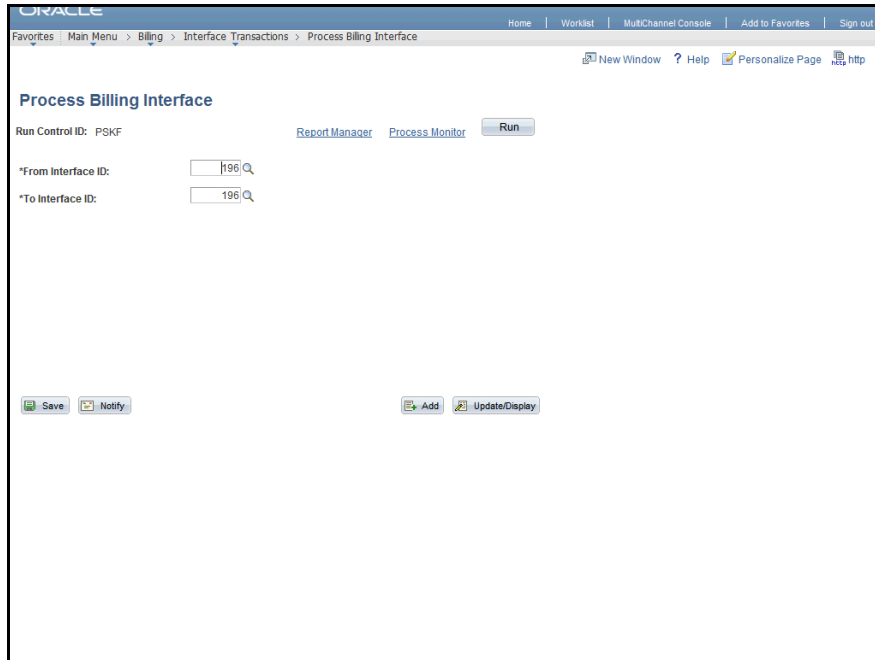
Training Guide

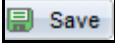
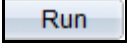
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 7. | Enter the desired information into the Run Control ID field. Enter " LOCAL_REV_DISB ". |
| 8. | Click the Add button.  |

| Step | Action |
|------|--|
| 9. | The Process Billing Interface page displays. Click the Look up From Interface ID (Alt+5) button.  |
| 10. | Click the 196 link.  |



| Step | Action |
|------|--|
| 11. | Click the Save button.  |
| 12. | Click the Run button.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page help http

Process Scheduler Request


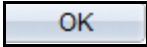
User ID: ken.vp1 Run Control ID: PSKF

Server Name: Run Date: 04/03/2013

Recurrence: Run Time: 1:32:15PM

Time Zone:

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|--------------------------|----------------------------|--------------|--------------------|--------|--------|--------------|
| <input type="checkbox"/> | Billing Interface | BIIF0001 | Application Engine | Web | TXT | Distribution |
| <input type="checkbox"/> | Interface & VAT Defaulting | BUJOB01 | PSJob | (None) | (None) | Distribution |

| Step | Action |
|------|--|
| 13. | <p>The Process Scheduler Request page displays.</p> <p>Click the Select option for Billing Interface.</p>  |
| 14. | <p>Click the OK button.</p>  |

Oracle
Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process Billing Interface

Run Control ID: PSKF | [Report Manager](#) | [Process Monitor](#) | [Run](#)

*From Interface ID: 196 | *To Interface ID: 196

Process Instance: 18205

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

| Step | Action |
|------|---|
| 15. | The Process Billing Interface page displays. Click the Process Monitor link. Process Monitor |

Oracle
Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | [Server List](#)

Actions

User ID: ken.vp1 | Type: | Last: | Days: | [Refresh](#)

Server: | Name: | Instance: | [Main Content](#)

Run Status: | Distribution Status: | [Save On Refresh](#)

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 18205 | | Application Engine | BIIF0001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | N/A | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

[Go back to Process Billing Interface](#)

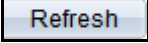

[Save](#) [Notify](#)

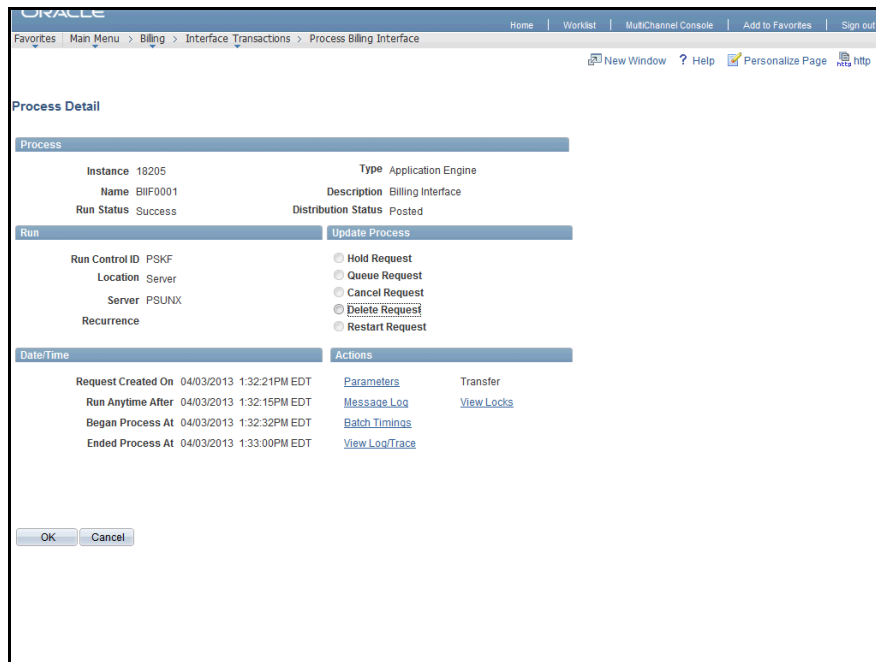
Process List | [Server List](#)

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 16. | The Process List page displays. Click the Refresh button.  |
| 17. | Click the Details link.  |



Oracle Process Detail page showing process information for Instance 10205, Name BIF0001, and Type Application Engine. The page includes sections for Run, Update Process, Date/Time, and Actions.

Process

| | | | |
|------------|---------|---------------------|--------------------|
| Instance | 10205 | Type | Application Engine |
| Name | BIF0001 | Description | Billing Interface |
| Run Status | Success | Distribution Status | Posted |

Run

| | |
|----------------|--------|
| Run Control ID | PSKF |
| Location | Server |
| Server | PSUNX |
| Recurrence | |

Update Process

- ☐ Hold Request
- ☐ Queue Request
- ☐ Cancel Request
- ☐ Delete Request
- ☐ Restart Request


Date/Time

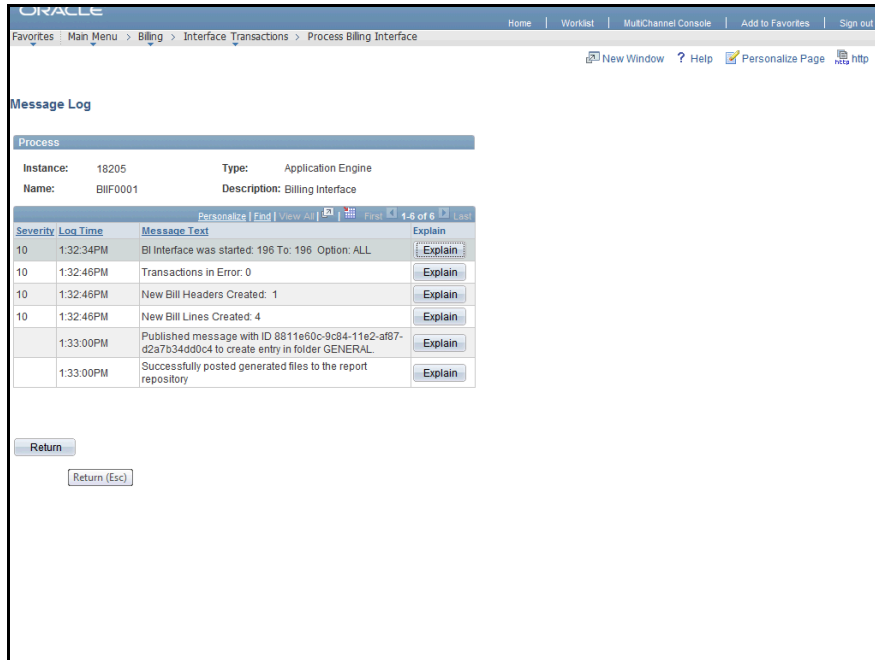
| | |
|--------------------|--------------------------|
| Request Created On | 04/03/2013 1:32:21PM EDT |
| Run Anytime After | 04/03/2013 1:32:15PM EDT |
| Began Process At | 04/03/2013 1:32:32PM EDT |
| Ended Process At | 04/03/2013 1:33:00PM EDT |

Actions

- [Parameters](#)
- [Message Log](#)
- [Transfer](#)
- [View Locks](#)
- [Batch Timings](#)
- [View Log/Trace](#)

OK Cancel

| Step | Action |
|------|---|
| 18. | The Process Detail page displays. Click the Message Log link.  |



Oracle
Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface
Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
New Window ? Help Personalize Page http

Message Log

Process

Instance: 18205 Type: Application Engine
Name: BIIF0001 Description: Billing Interface

| Severity | Log Time | Message Text | Explain |
|----------|-----------|---|---------|
| 10 | 1:32:34PM | BI Interface was started: 196 To: 196 Option: ALL | Explain |
| 10 | 1:32:46PM | Transactions in Error: 0 | Explain |
| 10 | 1:32:46PM | New Bill Headers Created: 1 | Explain |
| 10 | 1:32:46PM | New Bill Lines Created: 4 | Explain |
| | 1:33:00PM | Published message with ID 8811e60c-9c84-11e2-af87-d2a7634dd0c4 to create entry in folder GENERAL. | Explain |
| | 1:33:00PM | Successfully posted generated files to the report repository | Explain |

Return

Return (Esc)

| Step | Action |
|------|---|
| 19. | <p>The Message Log page displays.</p> <p>Confirm the number of New Bill Headers created is accurate and there are 0 transactions in error.</p> <p>Click the Return button.</p> <p>Return</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
Favorites | Main Menu > Billing > Interface Transactions > Process Billing Interface

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

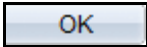
Process Detail

| Process | |
|--------------------|-------------------------------|
| Instance 18205 | Type Application Engine |
| Name BIFF0001 | Description Billing Interface |
| Run Status Success | Distribution Status Posted |

| Run | Update Process |
|---------------------|---------------------------------------|
| Run Control ID PSKF | <input type="radio"/> Hold Request |
| Location Server | <input type="radio"/> Queue Request |
| Server PSUNX | <input type="radio"/> Cancel Request |
| Recurrence | <input type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |

| Date/Time | Actions |
|---|--|
| Request Created On 04/03/2013 1:32:21PM EDT | Parameters Transfer |
| Run Anytime After 04/03/2013 1:32:15PM EDT | Message Log View Locks |
| Began Process At 04/03/2013 1:32:32PM EDT | Batch Timings |
| Ended Process At 04/03/2013 1:33:00PM EDT | View Log/Trace |

OK Cancel
Ok (Enter)

| Step | Action |
|------|---|
| 20. | <p>The Process Detail page displays. Click the OK button.</p>  |
| 21. | <p>You have successfully completed the <i>Running the Billing Interface</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - successfully run the Billing Interface to load the staging data <p>End of Procedure.</p> |

5.3 Reviewing Bills





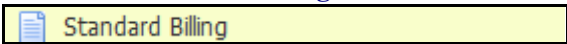
After running the Billing Interface, use the Review Bills topic to learn how to search for the invoices with a Bill Type of LRV (Local Revenue). Searching for Invoices with a Bill Type of LRV ensures that they were properly created and ready for subsequent processing.

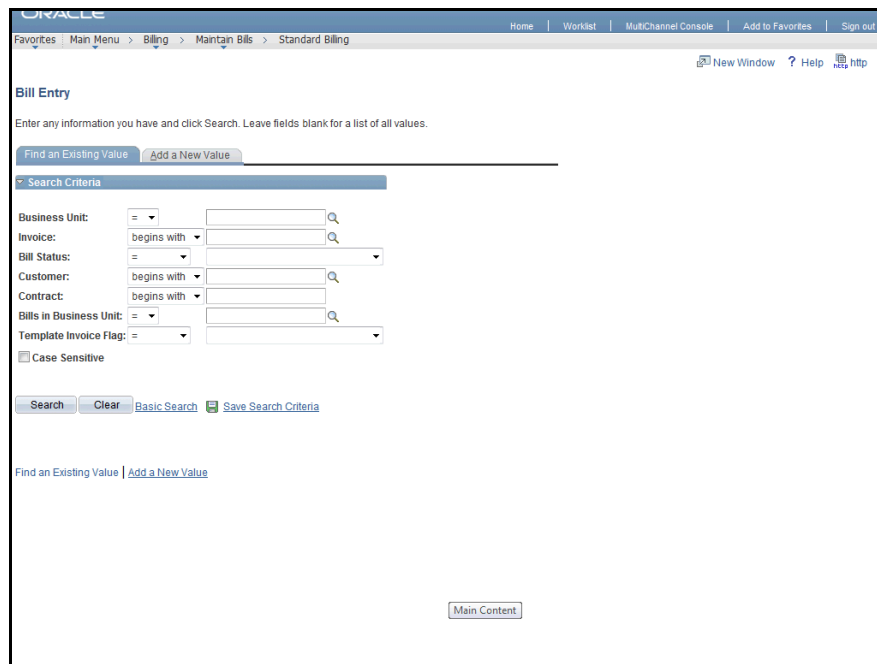
After completing this topic, you will learn how to:

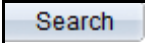

- Review bills and search for invoices with a bill type 'LRV'

Procedure

In this topic, you will use the Standard Billing pages in GEARS Billing to search and review bills with a 'LRV' bill type status.

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Bill Entry search page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Maintain Bills menu.  |
| 5. | Click the Standard Billing menu.  |



| Step | Action |
|------|---|
| 6. | The Bill Entry search page displays. Enter the desired information into the Business Unit field. Enter " jud53 ". |
| 7. | Click the Search button.  |
| 8. | Click the LOCAL_REV link.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Personalize Page http

Header - Info 1 | Line - Info 1

Unit: JUD53 Invoice: 1000000134 Pretax Amt: -40.00 USD

Status: NEW Invoice Date: Cycle ID: *Type: LRV Source: LOCAL_REV *Frequency: Once *Customer: 1000000024 SubCust1: SubCust2:

Local Revenue - Lonaconing

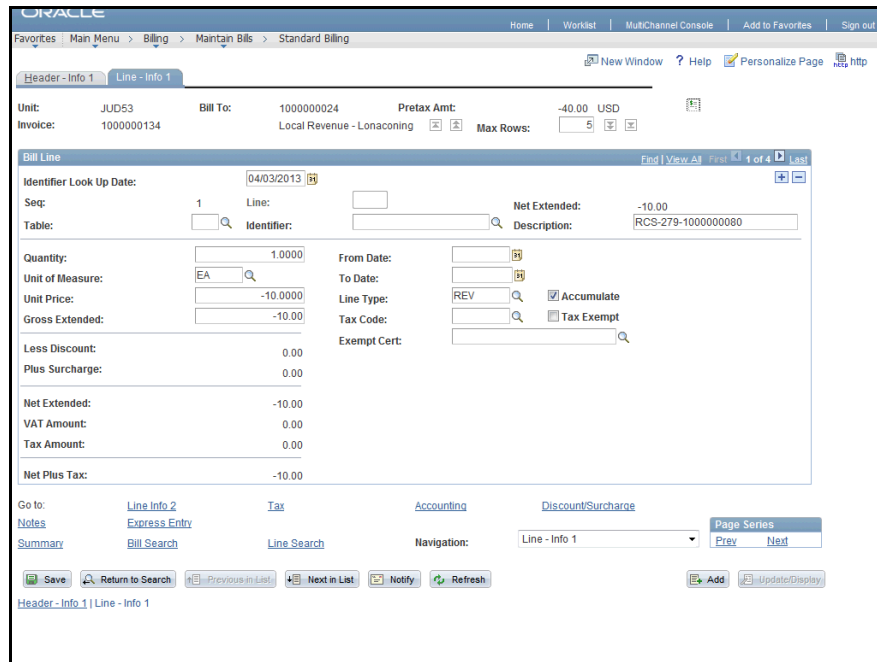
*Invoice Form: NO_PRINT From Date: To Date: Accounting Date: 09/30/2012 Pay Terms: IMMED Pay Method: Check Remit To: BOA Bank Account: 53 Sales: DEFAULT Bill Inquiry Phone: Collector: DEFAULT Credit: DEFAULT Billing Authority:

Go to: Header Info 2 Address Copy Address Notes Express Entry Page Series Summary Bill Search Line Search Navigation: Header - Info 1 Prev Next

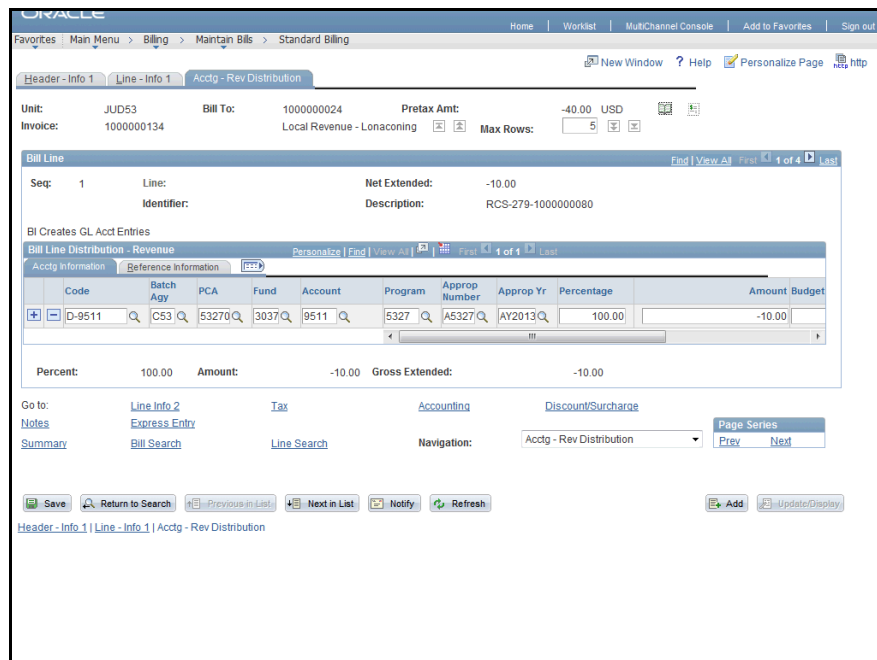
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

| Step | Action |
|------|--|
| 9. | <p>The Standard Billing - Header Info 1 page displays.</p> <p>Click the Line - Info 1 tab.</p> <p>Line - Info 1</p> |



| Step | Action |
|------|--|
| 10. | Click the Accounting link. <u>Accounting</u> |



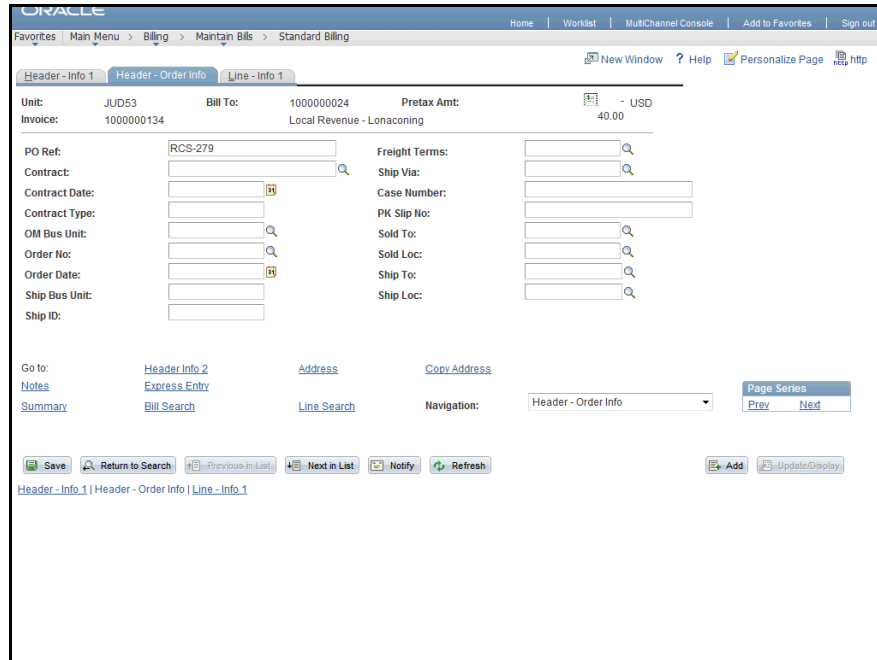
Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 11. | <p>The Acctg - Rev Distribution page displays.</p> <p>Click the Navigation list.</p> <p>Acctg - Rev Distribution</p> |

| Step | Action |
|------|--|
| 12. | <p>Click the Header - Order Info menu item.</p> <p>Header - Order Info</p> |



Oracle AR220 - Header - Info 1

Unit: JUD53 Invoice: 1000000134 Pretax Amt: -40.00 USD

PO Ref: RCS-279

Contract: [Field]

Contract Date: [Field]

Contract Type: [Field]

OM Bus Unit: [Field]

Order No: [Field]

Order Date: [Field]

Ship Bus Unit: [Field]

Ship ID: [Field]

Freight Terms: [Field]

Ship Via: [Field]

Case Number: [Field]

PK Slip No: [Field]

Sold To: [Field]

Sold Loc: [Field]

Ship To: [Field]

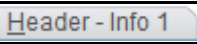
Ship Loc: [Field]

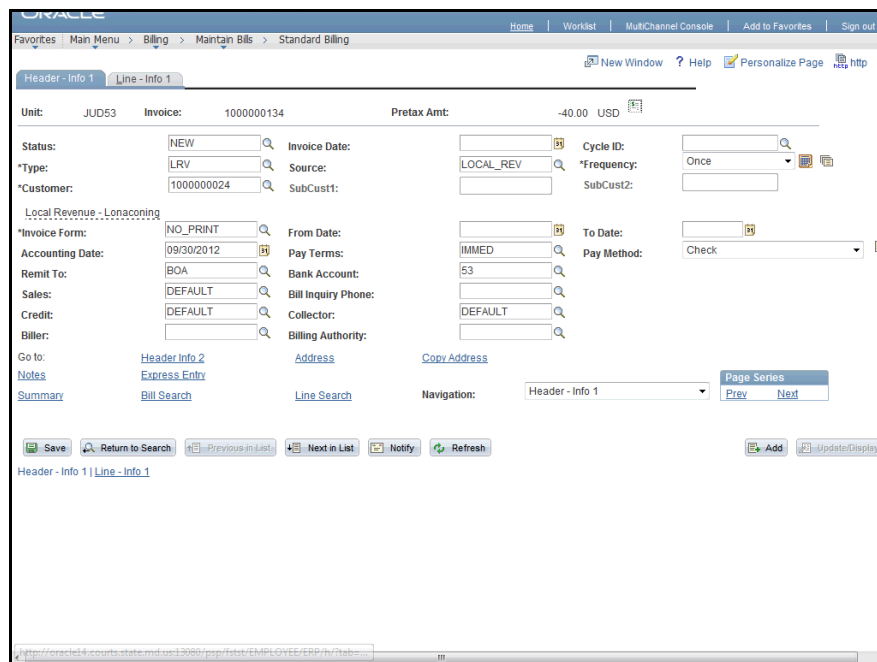
Go to: Header Info 2, Express Entry, Notes, Summary, Bill Search, Line Search

Navigation: Header - Order Info

Page Series: Prev, Next

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

| Step | Action |
|------|--|
| 13. | Note the Charge Code in the PO Ref field. |
| 14. | Click the Header - Info 1 tab.  |



Oracle AR220 - Line - Info 1

Unit: JUD53 Invoice: 1000000134 Pretax Amt: -40.00 USD

Status: NEW

*Type: LRV

*Customer: 1000000024

Invoice Date: [Field]

Source: LOCAL_REV

Cycle ID: [Field]

*Frequency: Once

SubCust2: [Field]

Local Revenue - Lonaconing

*Invoice Form: NO_PRINT

Accounting Date: 09/30/2012

Pay Terms: IMMED

Pay Method: Check

Remit To: BOA

Bank Account: 53

Sales: DEFAULT

Bill Inquiry Phone: [Field]

Collector: DEFAULT

Billing Authority: [Field]

Go to: Header Info 2, Express Entry, Notes, Summary, Bill Search, Line Search

Navigation: Header - Info 1

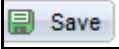
Page Series: Prev, Next

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 15. | The Header - Info 1 page displays. Click Save .  |
| 16. | You have successfully completed the <i>Reviewing Bills</i> topic. You have learned to: - search and review bills with a 'LRV' bill type status End of Procedure. |

5.4 Entering the Interest Invoice

As part of the Local Revenue Disbursement, the interest amount needs to be entered on a separate bill and combined with the Local Disbursement amounts being sent to each recipient/agency. The calculation of the interest per disbursement will be done manually as you are doing so today.

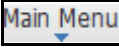




In this topic, you will use the Bill Entry pages in GEARS to manually create an invoice.

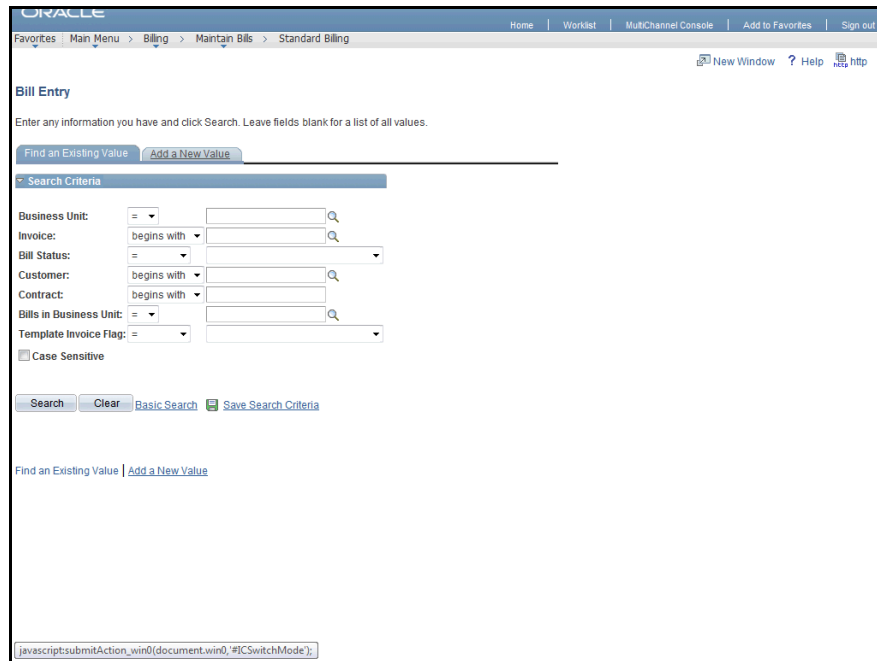
After completing this topic, you will learn how to:

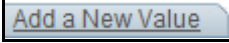
- Create a manual credit invoice

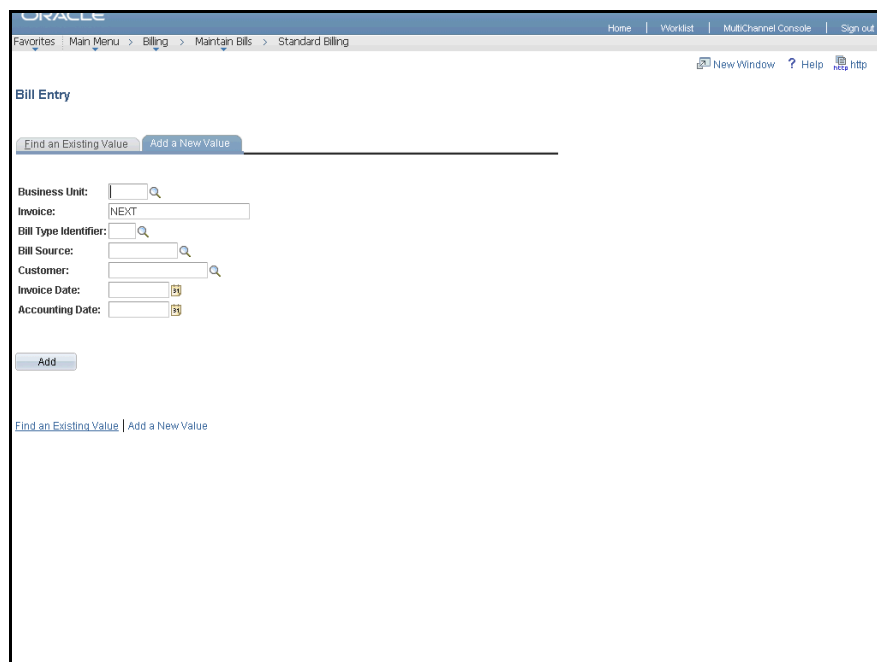
Procedure

In this topic, you will use the **Bill Entry** pages in GEARS to manually create an interest invoice.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Bill Entry page. Click the Main Menu button.  |
| 2. | Click the Menu sort button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Maintain Bills menu item.  |
| 5. | Click the Standard Billing menu.  |




| Step | Action |
|------|---|
| 6. | <p>The Bill Entry search page displays.</p> <p>Click the Add a New Value tab.</p>  |




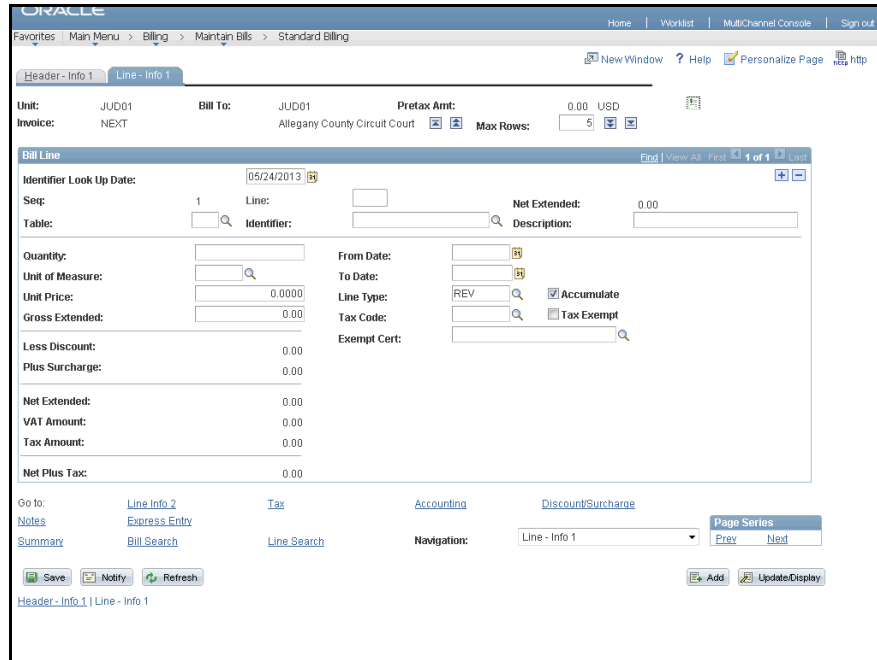
Training Guide


AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 7. | The Add a New Value tab displays. Enter the desired information into the Business Unit field. Enter " JUD01 ". |
| 8. | Enter the desired information into the Bill Type Identifier field. Enter " INT ". |
| 9. | Enter the desired information into the Bill Source field. Enter " Local_Rev ", for Local Revenue Disbursement. |
| 10. | Enter the Local Revenue Customer into the Customer field. Enter " Local Revenue Midland ". |
| 11. | Enter the same date as the other disbursement bills into the Invoice Date field. |
| 12. | Enter the desired information into the Accounting Date field. Enter " t ". |
| 13. | Click the Add button.  |

| Step | Action |
|------|--|
| 14. | The Header - Info 1 page displays. Click the Line - Info 1 link.  |



| Step | Action |
|------|--|
| 15. | <p>The Line - Info 1 page displays.</p> <p>Enter the desired information into the Table field. Enter "ID".</p> |
| 16. | <p>Click the Look up Identifier button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Oracle AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

Header - Info 1 | Line - Info 1

Unit: JUD01
Invoice: NEXT

Bill Line

Identifier Look Up Date:

Seq: 1

Table: ID

Quantity:

Unit of Measure:

Unit Price:

Gross Extended:

Less Discount:

Plus Surcharge:

Net Extended:

VAT Amount:

Tax Amount:

Net Plus Tax:

Go to: Line Info 2
Notes Express Entry
Summary Bill Search

Save Notify Refresh

Header - Info 1 | Line - Info 1

Look Up Identifier

SetID: JUD01
Billing Currency: USD
Identifier: begins with
Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-258 of 258 Last

| Identifier | Effective Date | Description | Unit of Measure | List Price | Distribution Code |
|-------------|----------------|---------------------------------|-----------------|------------|-------------------|
| BAD-CHECK | 01/01/1952 | Bad Check Charge | EA | 10 | REV NONE |
| BUS-PAYMENT | 01/01/1952 | Payment Received | EA | 0 | BUS PMT |
| CCS-0020 | 01/01/1952 | Licenses - State | EA | 0 | (blank) |
| CCS-0044 | 01/01/1952 | Local Licenses - Issuing Fee | EA | 0 | (blank) |
| CCS-0048 | 01/01/1952 | Local Licenses - Music Box - C | EA | 0 | (blank) |
| CCS-0050 | 01/01/1952 | Local Licenses - Penalty | EA | 0 | (blank) |
| CCS-0071 | 01/01/1952 | Local Licenses - Issuing Fee | EA | 0 | (blank) |
| CCS-0075 | 01/01/1952 | Licenses - Special Retail Ciga | EA | 0 | (blank) |
| CCS-0110 | 01/01/1952 | Licenses - Barton | EA | 0 | (blank) |
| CCS-0184 | 01/01/1952 | Local Licenses - Pinball - Cou | EA | 0 | (blank) |
| CCS-0210 | 01/01/1952 | Licenses - Cumberland | EA | 0 | (blank) |
| CCS-0249 | 01/01/1952 | Local Licenses - Music Box \$20 | EA | 0 | (blank) |
| CCS-0284 | 01/01/1952 | Local Licenses - Pinball - Cou | EA | 0 | (blank) |
| CCS-0310 | 01/01/1952 | Licenses - Frostburg | EA | 0 | (blank) |
| CCS-0348 | 01/01/1952 | Local Licenses - Music Box - C | EA | 0 | (blank) |
| CCS-0384 | 01/01/1952 | Local Licenses - Pinball - Cou | EA | 0 | (blank) |
| CCS-0410 | 01/01/1952 | Licenses - Lonaconing | EA | 0 | (blank) |
| CCS-0484 | 01/01/1952 | Local Licenses - Music Box Add | EA | 0 | (blank) |
| CCS-0510 | 01/01/1952 | Licenses - Luke | EA | 0 | (blank) |
| CCS-0610 | 01/01/1952 | Licenses - Midland | EA | 0 | (blank) |

Page Series: Prev Next

Add Update/Display

| Step | Action |
|------|---|
| 17. | The Look Up Identifier window displays. Scroll down to the Interest Identifier link. |

Oracle AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

Header - Info 1 | Line - Info 1

Unit: JUD01
Invoice: NEXT

Bill Line

Identifier Look Up Date:

Seq: 1

Table: ID

Quantity:

Unit of Measure:

Unit Price:

Gross Extended:

Less Discount:

Plus Surcharge:

Net Extended:

VAT Amount:

Tax Amount:

Net Plus Tax:

Go to: Line Info 2
Notes Express Entry
Summary Bill Search


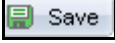

Save Notify Refresh

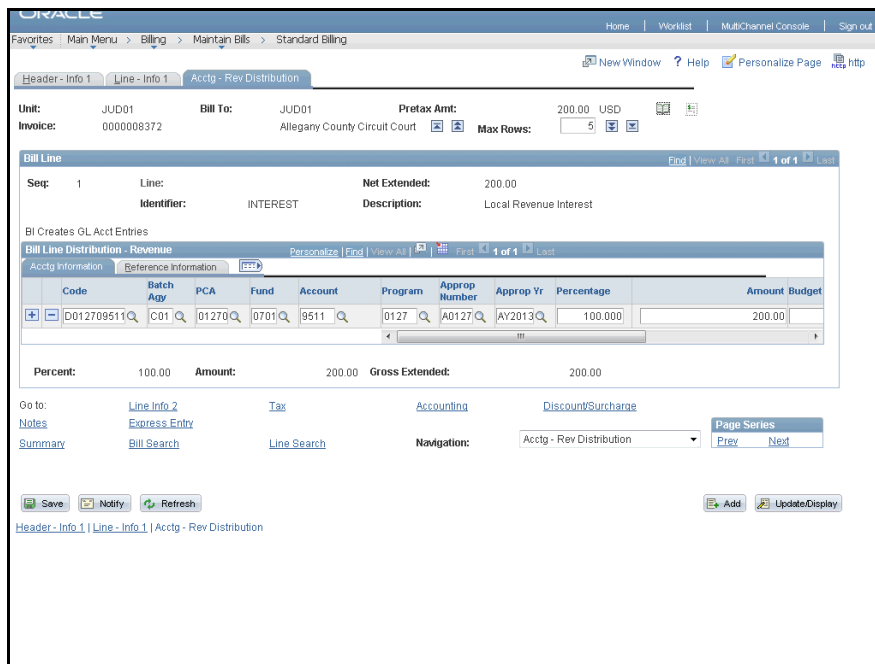
Header - Info 1 | Line - Info 1

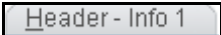
| | | | | | |
|-----------|------------|--------------------------------|----|---|------------|
| CCS-O-12 | 01/01/1952 | Copy | EA | 0 | (blank) |
| CCS-O-167 | 01/01/1952 | Notary Authentication | EA | 0 | (blank) |
| CCS-O-168 | 01/01/1952 | Notary Commission | EA | 0 | (blank) |
| CCS-O-169 | 01/01/1952 | Notary Certification | EA | 0 | (blank) |
| CCS-O-176 | 01/01/1952 | Photocopy | EA | 0 | (blank) |
| CCS-ORAGE | 01/01/1952 | Overage from Check | EA | 0 | (blank) |
| CCS-P-110 | 01/01/1952 | Passport Fee | EA | 0 | (blank) |
| CCS-P-174 | 01/01/1952 | Passport Application | EA | 0 | (blank) |
| CCS-P-176 | 01/01/1952 | Copy - Marriage License | EA | 0 | (blank) |
| CCS-P-177 | 01/01/1952 | Passport | EA | 0 | (blank) |
| CCS-P-192 | 01/01/1952 | Returned Check Fee | EA | 0 | (blank) |
| CCS-X000 | 01/01/1952 | Licenses - Issuing Fees | EA | 0 | (blank) |
| INTEREST | 01/01/1952 | Local Revenue Interest | EA | 0 | 0012209511 |
| RCS-100 | 01/01/1952 | LR - COB State Transfer Tax | EA | 0 | (blank) |
| RCS-102 | 01/01/1952 | LR - Lease State Transfer Tax | EA | 0 | (blank) |
| RCS-104 | 01/01/1952 | LR - Non-Resident Tax Withhold | EA | 0 | (blank) |
| RCS-105 | 01/01/1952 | LR - Copy Key/Button Purchase | EA | 0 | (blank) |
| RCS-106 | 01/01/1952 | LR - Plat Copy | EA | 0 | (blank) |
| RCS-108 | 01/01/1952 | LR - Copy Key/Button Reload | EA | 0 | (blank) |
| RCS-109 | 01/01/1952 | LR - Copy Key/Cash Box Sales | EA | 0 | (blank) |
| RCS-17 | 01/01/1952 | LR - State Transfer Tax | EA | 0 | (blank) |
| RCS-19 | 01/01/1952 | LR - Photocopies (per page) | EA | 0 | (blank) |
| RCS-20 | 01/01/1952 | BL - State License Costs/Penal | EA | 0 | (blank) |
| RCS-21 | 01/01/1952 | BL - Transfer Fee | EA | 0 | (blank) |
| RCS-22 | 01/01/1952 | BL - Special Retail Cigarette | EA | 0 | (blank) |
| RCS-226 | 01/01/1952 | BL - Issuing Fees | EA | 0 | (blank) |
| RCS-2532 | 01/01/1952 | BL - County Pinball/Video Lice | EA | 0 | (blank) |
| RCS-2533 | 01/01/1952 | BL - County Music Box/Device L | EA | 0 | (blank) |
| RCS-2592 | 01/01/1952 | EC - Badge/Wand Replacement | EA | 0 | (blank) |
| RCS-2593 | 01/01/1952 | EC - Cell Phone | EA | 0 | (blank) |
| RCS-2594 | 01/01/1952 | EC - In-State Conf/Training | EA | 0 | (blank) |
| RCS-2595 | 01/01/1952 | EC - Interpreters | EA | 0 | (blank) |
| RCS-2597 | 01/01/1952 | EC - Office Phone | EA | 0 | (blank) |
| RCS-2598 | 01/01/1952 | EC - Postage | EA | 0 | (blank) |
| RCS-2599 | 01/01/1952 | Marriage - License/App | EA | 0 | (blank) |
| RCS-2601 | 01/01/1952 | Marriage - Civil Ceremony | EA | 0 | (blank) |
| RCS-2603 | 01/01/1952 | Marriage - NR Affidavit | EA | 0 | (blank) |

Page Series: Prev Next

Add Update/Display

| Step | Action |
|------|--|
| 18. | Click the INTEREST link.  |
| 19. | Enter the desired information into the Gross Extended field. Enter "-200" . Note: Be sure to enter the amount as a negative value. |
| 20. | Click the Save button.  |
| 21. | Notice the amount has been automatically entered into the Unit Price, Pretax Amt, Net Extended and Net Plus Tax amount fields. Click the Accounting link.  |



| Step | Action |
|------|--|
| 22. | The Acctg - Rev Distribution tab displays. Review and verify the information on the page. The Bill Line Distribution - Revenue section should have 'Interest' in the code field and the other chartfield values should be in place. Click the Header - Info 1 link.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window ? Help Personalize Page http

Header - Info 1 | Line - Info 1

Unit: JUD01 Invoice: 0000008372 Pretax Amt: 200.00 USD

Status: NEW Invoice Date: 05/24/2013 Cycle ID: DAILY
 *Type: INT Source: LOCAL_REV *Frequency: Once
 *Customer: JUD01 SubCust1: SubCust2:

Allegany County Circuit Court
 *Invoice Form: XMLPUB From Date: To Date:
 Accounting Date: 05/24/2013 Pay Terms: IMMED Pay Method: Check
 Remit To: M&T Bank Account: 01
 Sales: DEFAULT Bill Inquiry Phone:
 Credit: DEFAULT Collector: DEFAULT
 Biller: DEFAULT Billing Authority:

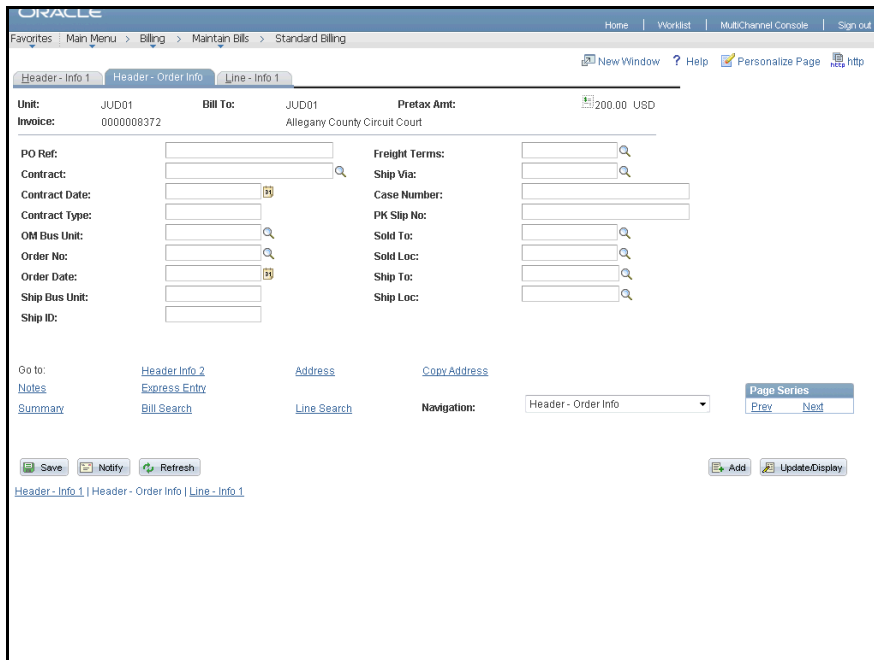
Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search

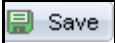
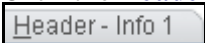
Navigation: Header - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

| Step | Action |
|------|--|
| 23. | <p>The Header - Info 1 tab displays once again.</p> <p>Click the Navigation list.</p> <p>Header - Info 1</p> |
| 24. | <p>Click the Header - Order Info list item.</p> <p>Header - Order Info</p> |



| Step | Action |
|------|---|
| 25. | The Header - Order Info page displays. Enter the desired information into the PO Ref field. Enter " Interest ". |
| 26. | Click the Save button.  |
| 27. | Click the Header - Info 1 tab.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Oracle AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

Unit: JUD01 Invoice: 0000008372 Pretax Amt: 200.00 USD

Status: NEW Invoice Date: 05/24/2013 Cycle ID: DAILY
 *Type: INT Source: LOCAL_REV *Frequency: Once
 *Customer: JUD01 SubCust1: SubCust2:

Allegany County Circuit Court
 *Invoice Form: xMLPUB From Date: To Date:
 Accounting Date: 05/24/2013 Pay Terms: IMMED Pay Method: Check
 Remit To: M&T Bank Account: 01
 Sales: DEFAULT Bill Inquiry Phone:
 Credit: DEFAULT Collector: DEFAULT
 Biller: DEFAULT Billing Authority:

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search Navigation: Header - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

| Step | Action |
|------|---|
| 28. | Notice that the Status of this Interest Invoice is NEW . Review and verify the information on the page. |

Oracle AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

Unit: JUD01 Invoice: 0000008372 Pretax Amt: 200.00 USD

Status: NEW Invoice Date: 05/24/2013 Cycle ID: DAILY
 *Type: INT Source: LOCAL_REV *Frequency: Once
 *Customer: JUD01 SubCust1: SubCust2:

Allegany County Circuit Court
 *Invoice Form: xMLPUB From Date: To Date:
 Accounting Date: 05/24/2013 Pay Terms: IMMED Pay Method: Check
 Remit To: M&T Bank Account: 01
 Sales: DEFAULT Bill Inquiry Phone:
 Credit: DEFAULT Collector: DEFAULT
 Biller: DEFAULT Billing Authority:

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search Navigation: Header - Info 1 Page Series Prev Next

Save Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

| Step | Action |
|------|---|
| 29. | <p>You have successfully completed the <i>Entering the Interest Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - manually create an interest invoice in GEARS <p>End of Procedure.</p> |

5.5 Updating Invoice Status to Ready

Bills created from the Billing Interface or bills that are created manually will be loaded and saved with a Status of 'New'. Bills' status must be changed from 'New' to 'Ready', which means ready to invoice. The system will allow you to process **Change Status of Bills** for one or multiple bills at a time. A report file, *Invoice Status Change Report* is created during this Bill Status Change process that lists all of the invoices where the status was changed from 'New' to 'Ready'.

NOTE: There are two types of bills, (1) deferred payment tracking and (2) bad checks, that are saved in the system as placeholders and will never be changed to 'Ready' status.





In this topic, you will use the **Change Status of Bills** page to change the status of a bill from 'New' to 'Ready'.

After completing this topic, you will be familiar with how to:

- Change the status of bills from 'New' to 'Ready' status
- Run and review the *Invoice Status Change Report*

Procedure


In this topic, you will use the **Change Status of Bills** pages in GEARS to change the status of bills from 'New' to 'Ready'.

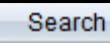

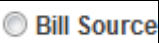
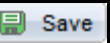
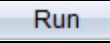
| Step | Action |
|------|---|
| 1. | <p>Begin by navigating to the Change Status of Bills page.</p> <p>Click the Main Menu button.</p>  |
| 2. | <p>Click the Sort Menu button.</p>  |
| 3. | <p>Click the Billing menu.</p>  |
| 4. | <p>Click the Maintain Bills menu.</p>  |

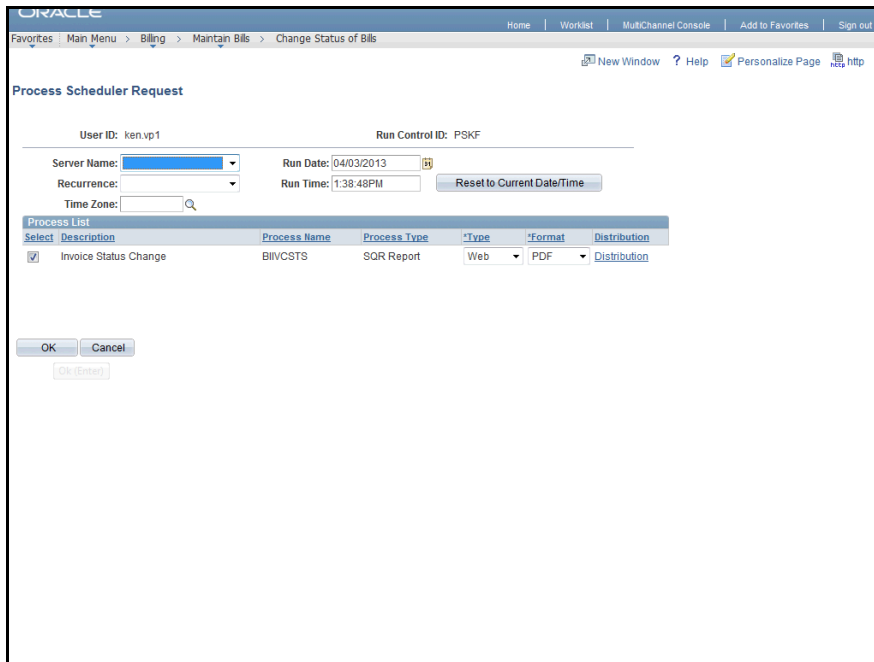
Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 5. | Click the Change Status of Bills menu.  Change Status of Bills |

| Step | Action |
|------|---|
| 6. | The Bill Status Change search page displays. Click the Search button.  |
| 7. | Click the PSKF link.  |
| 8. | The Change Status of Bills page displays. Click the Bill Source option.  |
| 9. | Enter the desired information into the Business Unit field. Enter " jud53 ". |
| 10. | Enter the desired information into the Source field. Enter " LOCAL_REV ". |
| 11. | Click the Save button.  |
| 12. | Click the Run button.  |



Oracle
 Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window | Help | Personalize Page | http

Process Scheduler Request

User ID: ken.vp1 Run Control ID: PSKF

Server Name: Run Date: 04/03/2013
 Recurrence: Run Time: 1:38:48PM
 Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-----------------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Invoice Status Change | BIIVCSTS | SQR Report | Web | PDF | Distribution |

| Step | Action |
|------|---|
| 13. | <p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p> <div>OK</div> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page Saved

Change Status of Bills

Run Control ID: PSKF Report Manager Process Monitor **Run**

Language: English Process Instance: 18206

From Status

☒ New ☐ Ready

☐ Hold ☐ Canceled

☐ Pending

To Status

*New Bill Status: Ready Bill

Range Selection

☐ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☒ Bill Source

☐ Copy Group ID

Ok (Enter)

☐ Include Consolidation Group

Business Unit: JUD53

Source: LOCAL_REV

Save Return to Search Previous in List Next in List Notify Add Update/Display

| Step | Action |
|------|---|
| 14. | <p>The Change Status of Bills page displays.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p> |

ORACLE
Favorites | Main Menu > Billing > Maintain Bills > Change Status of Bills

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process List Server List

Actions

User ID: ken.vp1 Type: Last: 1 Days Refresh

Server: ken.vp1 User ID: Name: Instance: to:

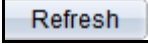

Run Status: Distribution Status: Save On Refresh

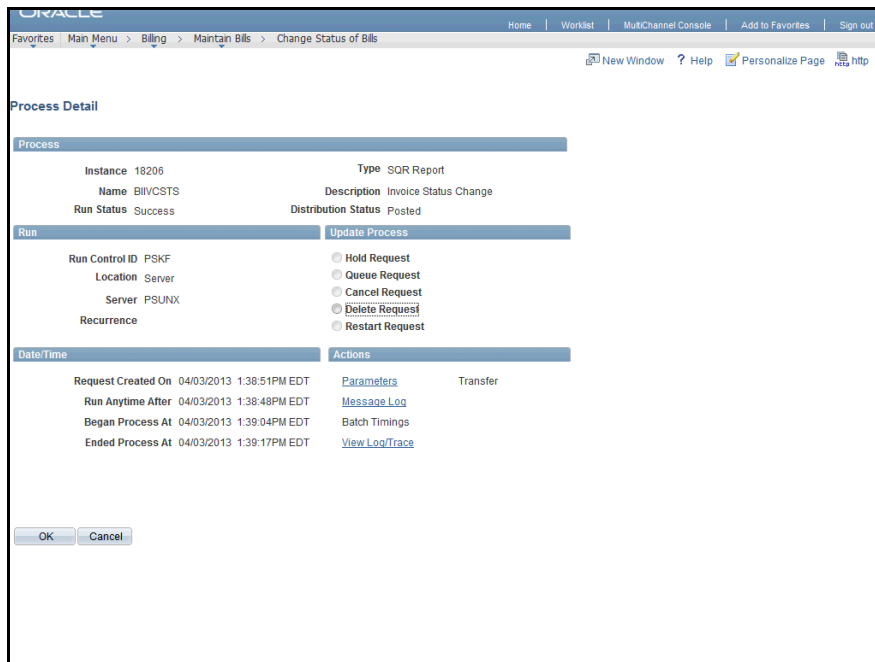
| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 18206 | | SQR Report | BIIVCSTS | ken.vp1 | 04/03/2013 1:38:48PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 18205 | | Application Engine | BIIF0001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

Go back to Bill Status Change


Save Notify

Process List | Server List

| Step | Action |
|------|---|
| 15. | <p>The Process List page displays.</p> <p>Click the Refresh button.</p>  |
| 16. | <p>Click the Details link.</p>  |



The screenshot shows the Oracle Process Detail page. The breadcrumb trail is: Favorites > Main Menu > Billing > Maintain Bills > Change Status of Bills. The page title is "Process Detail". The "Process" section shows: Instance 18206, Type SQR Report, Name BILVCSTS, Description Invoice Status Change, Run Status Success, and Distribution Status Posted. The "Run" section shows: Run Control ID PSKF, Location Server, Server PSUNIX, and Recurrence. The "Update Process" section has radio buttons for: Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request. The "Date/Time" section shows: Request Created On 04/03/2013 1:38:51PM EDT, Run Anytime After 04/03/2013 1:38:48PM EDT, Began Process At 04/03/2013 1:39:04PM EDT, and Ended Process At 04/03/2013 1:39:17PM EDT. The "Actions" section has links for Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace. At the bottom are OK and Cancel buttons.

| Step | Action |
|------|--|
| 17. | <p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Maintain Bills | Change Status of Bills

New Window ? Help Personalize Page http

View Log/Trace

Report

Report ID: 13393 Process Instance: 18206 [Message Log](#)

Name: BIIVCSTS Process Type: SQR Report

Run Status: Success

Invoice Status Change

Distribution Details

Distribution Mode: PSUNIX Expiration Date: 04/10/2013

File List

| Name | File Size (bytes) | Datetime Created |
|------------------------|-------------------|---------------------------------|
| SQR_BIIVCSTS_18206.log | 1,535 | 04/03/2013 1:39:17.719210PM EDT |
| biiivcsts_18206.PDF | 1,652 | 04/03/2013 1:39:17.719210PM EDT |
| biiivcsts_18206.out | 0 | 04/03/2013 1:39:17.719210PM EDT |

Distribute To

| Distribution ID Type | Distribution ID |
|----------------------|-----------------|
| User | ken.vp1 |

[Return](#)

http://oracle14.courts.state.md.us:13080/psreports/ftst/13393/biiivcsts_182...

| Step | Action |
|------|---|
| 18. | <p>The View Log/Trace page displays.</p> <p>Click the biiivcsts_18206.PDF link.</p> <p>biiivcsts_18206.PDF</p> |

Report ID: BIIVCSTS PeopleSoft BI INVOICE STATUS CHANGE REPORT Page No. 1

Run Date 04/03/2013 Run Time 13:39:04

| Status | Unit | Invoice Number | Type | Bill-To Customer Name | Customer Number | Line | Level | Error Message | Payment Terms | GL AR Template |
|--------|------|----------------|------|-------------------------|-----------------|------|-------|---------------|---------------|----------------|
| RDY | JUDG | 1000000134 | LRY | Local Revenue - Lonacon | 1000000024 | | | | IMMED | B B B |

Range Option: BILL SOURCE

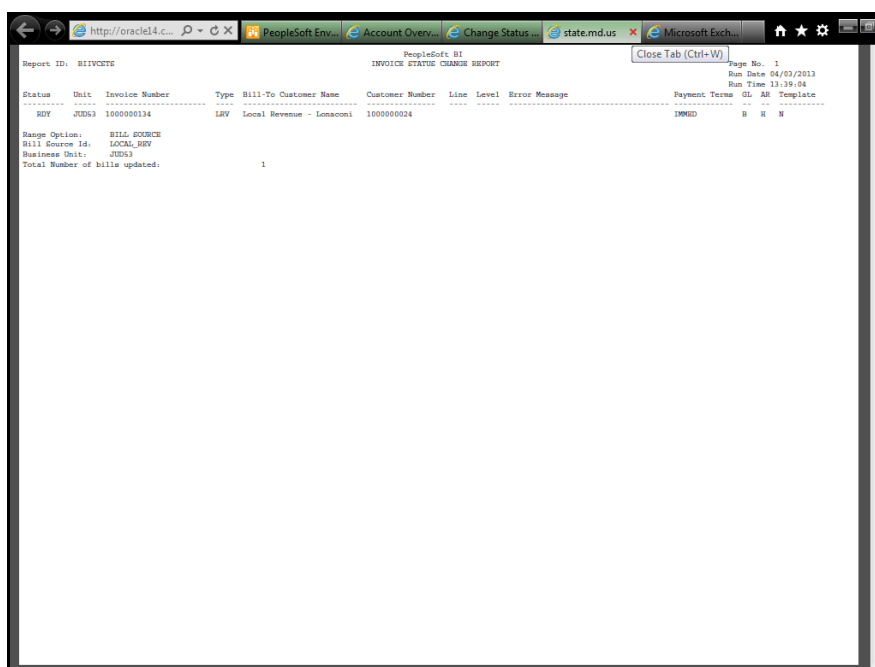
Bill Source Id: LOCAL_RSV


Business Unit: JUDG

Total Number of bills updated: 1

1 / 1

| Step | Action |
|------|---|
| 19. | <p>The Invoice Status Change Report displays in a separate window. This report displays the bill(s) that were changed to a 'Ready' status.</p> <p>Verify that the Status is "RDY" for the same number of bills that were created in the Billing Interface process, and Interest Bills.</p> |



| Step | Action |
|------|--|
| 20. | <p>Click the Close Tab (Ctrl+W) button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
 Favorites | Main Menu | Billing | Maintain Bills | Change Status of Bills
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

View Log/Trace

Report
 Report ID: 13393 Process Instance: 18206 [Message Log](#)
 Name: BIIVCSTS Process Type: SQR Report
 Run Status: Success

Invoice Status Change
Distribution Details
 Distribution Node: PSUNX Expiration Date: 04/10/2013

File List

| Name | File Size (bytes) | Datetime Created |
|------------------------|-------------------|---------------------------------|
| SQR_BIIVCSTS_18206.log | 1,535 | 04/03/2013 1:39:17.719210PM EDT |
| biivcsts_18206.pdf | 1,652 | 04/03/2013 1:39:17.719210PM EDT |
| biivcsts_18206.out | 0 | 04/03/2013 1:39:17.719210PM EDT |

Distribute To
 Distribution ID Type *Distribution ID
 User ken.vp1

[Return](#)

| Step | Action |
|------|--|
| 21. | <p>The View Log/Trace page displays. Click the Return button.</p> <div>Return</div> |

ORACLE
 Favorites | Main Menu | Billing | Maintain Bills | Change Status of Bills
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window ? Help Personalize Page http

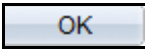
Process Detail

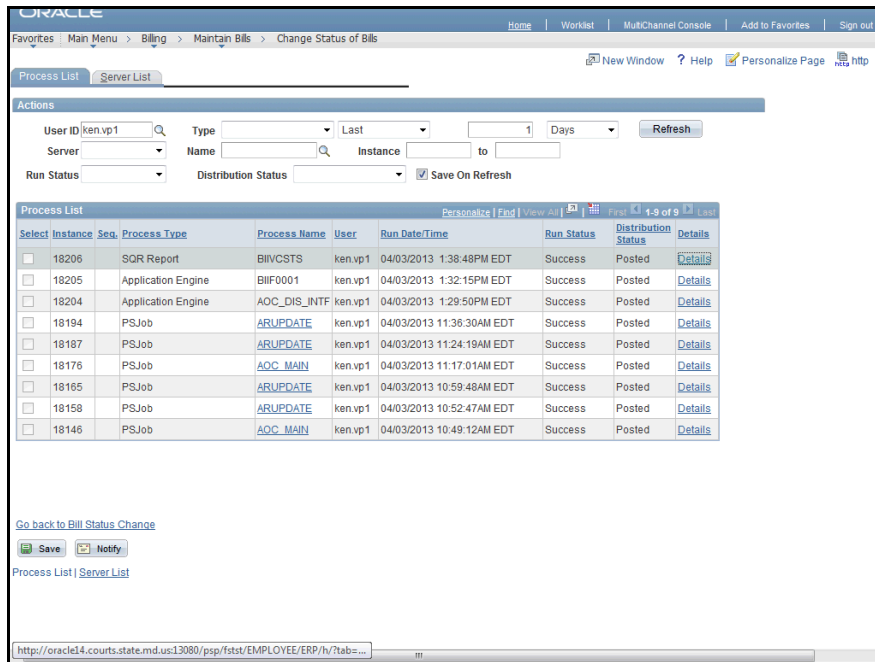
Process
 Instance 18206 Type SQR Report
 Name BIIVCSTS Description Invoice Status Change
 Run Status Success Distribution Status Posted

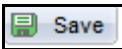
Run **Update Process**
 Run Control ID PSKF ☐ Hold Request
 Location Server ☐ Queue Request
 Server PSUNX ☐ Cancel Request
 Recurrence ☐ Delete Request
☐ Restart Request

Date/Time **Actions**
 Request Created On 04/03/2013 1:38:51PM EDT [Parameters](#) Transfer
 Run Anytime After 04/03/2013 1:38:48PM EDT [Message Log](#)
 Began Process At 04/03/2013 1:39:04PM EDT [Batch Timings](#)
 Ended Process At 04/03/2013 1:39:17PM EDT [View Log/Trace](#)

[OK](#) [Cancel](#)
[Ok \(Enter\)](#)

| Step | Action |
|------|--|
| 22. | <p>The Process Detail page displays.</p> <p>Click the OK button.</p>  |



| Step | Action |
|------|---|
| 23. | <p>The Process List page displays.</p> <p>Click the Save button.</p>  |
| 24. | <p>You have successfully completed the <i>Updating the Invoice Status to Ready</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - change the Bill Status - generate an Invoice Status Change report for review <p>End of Procedure.</p> |

5.6 Running the Single Action Invoice Process

Running the Single Action Invoice job includes several processes. The bills must have a status of "RDY" (Ready to Invoice) before this process is run. The first process, Finalization, creates the invoice and PDF file for printing, should you choose to print. The next will create the accounting

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



lines for the Revenue and AR distribution. Lastly, the interface process, "Load Invoices to AR", loads the invoices, which now have a status of "INV" (Invoiced), into the pending AR customer files (pending Accounts Receivable tables). When the process completes, two reports ("Load GL Accounting Entries" and "Load AR Pending Items") are available to be generated and viewed. These reports list the amount of each invoice that was part of the batch.






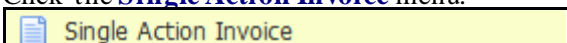
Upon completion of this process the AR Update process will need to be executed in order for the invoices to be viewable in the customer accounts.

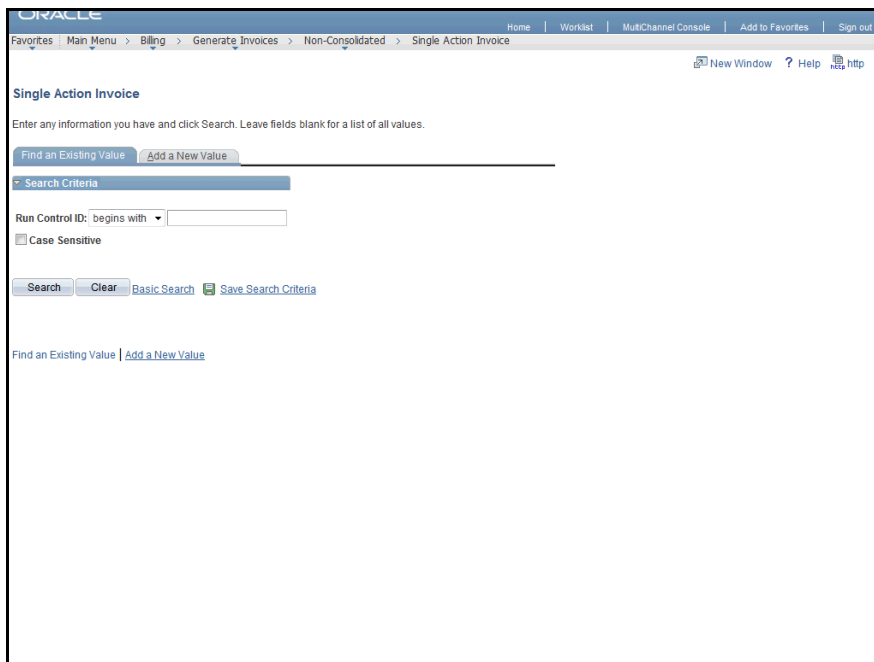
After completing this topic, you will be familiar with how the:

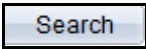
- Bill status is changed from 'RDY' (ready) to 'INV' (invoiced).
- Change Status of Bills report is generated in the Finalize and Print process for review.
- "Load GL Accounting Entries" and "Load AR Pending Items" reports are available for review in the process monitor.

Procedure

In this topic, you will learn how to execute the single action invoice process.

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Single Action Invoice page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Billing menu.  |
| 4. | Click the Generate Invoices menu.  |
| 5. | Click the Non-Consolidated menu.  |
| 6. | Click the Single Action Invoice menu.  |



| Step | Action |
|------|---|
| 7. | <p>The Single Action Invoice page displays.</p> <p>NOTE: Click the Add a New Value tab if there isn't an existing value available for Local_Revenue available.</p> <p>Click the Search button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help http

Single Action Invoice

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Run Control ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

| Run Control ID | Language Code |
|-----------------|---------------|
| PSBIP | English |
| PSBIP1000000050 | English |
| PSKF | English |

Find an Existing Value | Add a New Value

| Step | Action |
|------|-----------------------------|
| 8. | Click the PSKF link. |

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Personalize Page http

Single Action Invoice Print Options

Run Control ID: PSKF Report Manager Process Monitor Run

Language: English Specified Recipient's

Selection Parameters End | View All First 1 of 1 Last

Seq Nbr: 1

Invoice Date Option

☒ Processing Date

☐ User Defined

Posting Action

☒ Do Not Post ☐ Batch Standard

Range Selection

☐ All ☒ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☐ Bill Type

☐ Range ID ☐ Bill Source

☐ Public Voucher Number


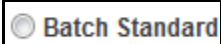
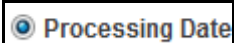

Business Unit:

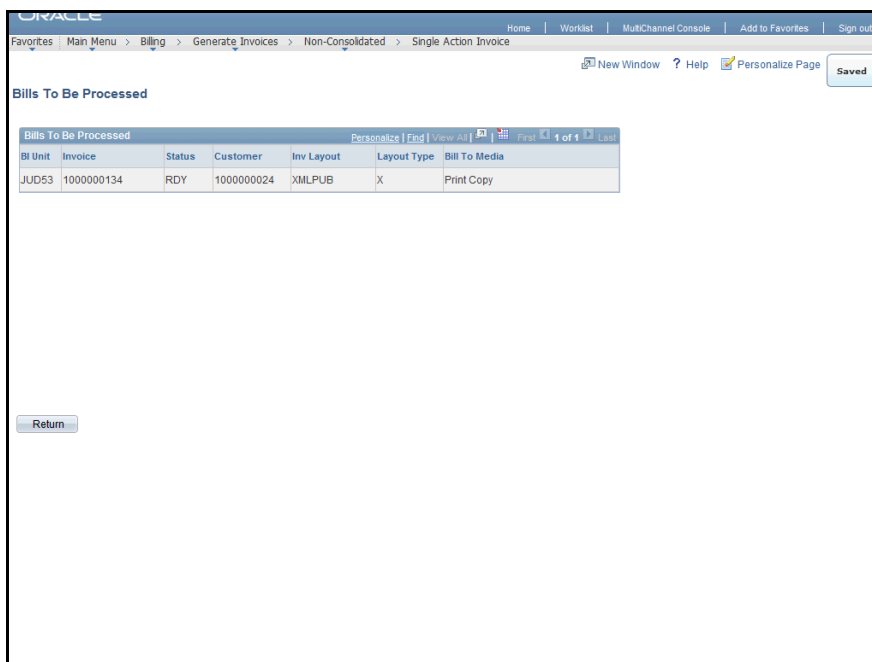
From Invoice:

To Invoice:

Save Return to Search Previous in List Next in List Notify Add Update/Display

Single Action Invoice | Print Options

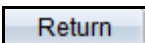
| Step | Action |
|------|--|
| 9. | The Single Action Invoice page displays. Click the Bill Source option.  |
| 10. | Click the Batch Standard option.  |
| 11. | Click the Processing Date option.  |
| 12. | Enter the desired information into the Business Unit field. Enter " jud53 ". |
| 13. | Enter the desired information into the Source field. Enter " LOCAL_REV ". |
| 14. | Click the Bills To Be Processed button.  |



Oracle AR220 - Bills To Be Processed

| BI Unit | Invoice | Status | Customer | Inv Layout | Layout Type | Bill To Media |
|---------|------------|--------|------------|------------|-------------|---------------|
| JUD53 | 1000000134 | RDY | 1000000024 | XMLPUB | X | Print Copy |

Return

| Step | Action |
|------|---|
| 15. | The Bills to be Processed page displays. Click the Return button.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Personalize Page http

Single Action Invoice | Print Options

Run Control ID: PSKF

Language: English Specified Recipient's

Report Manager Process Monitor Run

Selection Parameters

Seq Nbr: 1

Invoice Date Option

Processing Date

User Defined

Posting Action

Do Not Post Batch Standard

Range Selection

All Invoice ID

Bill Cycle Cust ID

Date Bill Added Bill Type

Range ID Bill Source

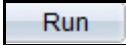
Public Voucher Number

Business Unit: JUD53

Source: LOCAL_REV

Save Return to Search Previous in List Next in List Notify Add Update/Display

Single Action Invoice | Print Options

| Step | Action |
|------|--|
| 16. | <p>The Single Action Invoice page displays.</p> <p>Click the Run button.</p>  |

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window ? Help Personalize Page http

Process Scheduler Request

User ID: ken.vp1 Run Control ID: PSKF


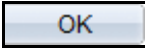
Server Name: Run Date: 04/03/2013

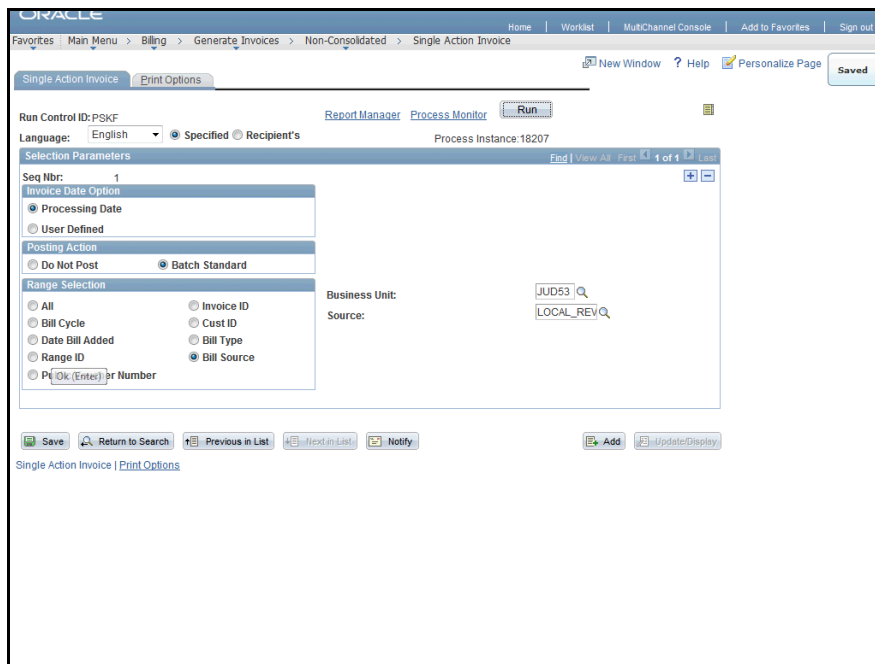
Recurrence: Run Time: 1:41:57PM


Time Zone: Reset to Current Date/Time

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|--------------------------|-------------------------------|--------------|--------------------|--------|--------|--------------|
| <input type="checkbox"/> | AOC Invoicing - GRANTS ONLY | AOC_GMBI | PSJob | (None) | (None) | Distribution |
| <input type="checkbox"/> | AOC Circuit & District Courts | AOC_MAIN | PSJob | (None) | (None) | Distribution |
| <input type="checkbox"/> | Pre-process & Finalization | BIIVC000 | Application Engine | Web | TXT | Distribution |

OK Cancel

| Step | Action |
|------|---|
| 17. | <p>The Process Scheduler Request page displays.</p> <p>Click the Select option for AOC Circuit and District Courts.</p>  |
| 18. | <p>Click the OK button.</p>  |



| Step | Action |
|------|--|
| 19. | <p>The Single Action Invoice page displays.</p> <p>Click the Process Monitor link.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | Multichannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing | Generate Invoices | Non-Consolidated | Single Action Invoice

New Window ? Help Personalize Page http

Process List | Server List

Actions

User ID: ken.vp1 Type: Last: 1 Days Refresh

Server: User ID: ken.vp1 Name: Instance: to: Save On Refresh

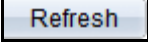

Run Status: Distribution Status: Save On Refresh

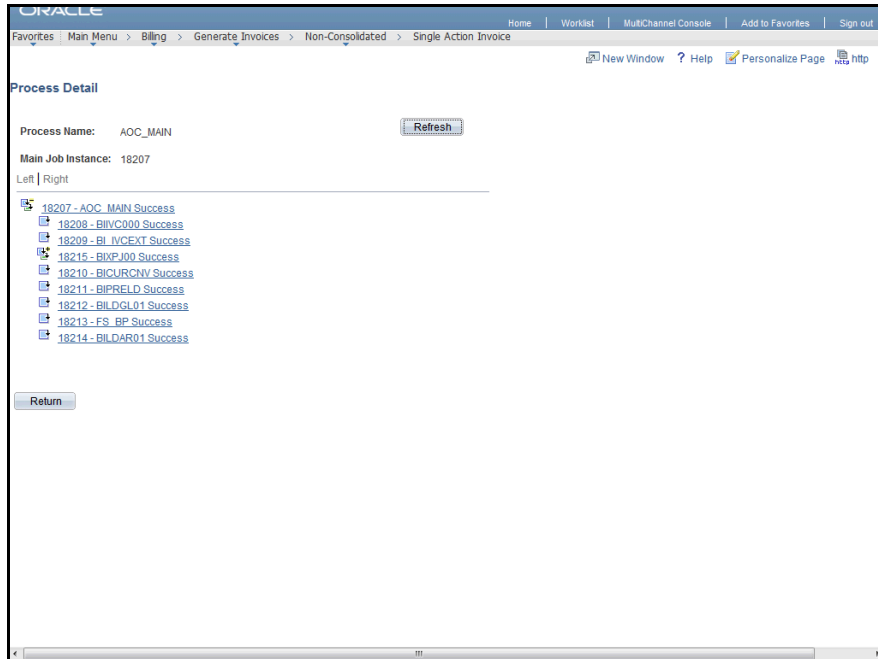
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|---------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 18207 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 1:41:57PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 18206 | | SQR Report | BIIVCSTS | ken.vp1 | 04/03/2013 1:38:48PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18205 | | Application Engine | BIIF0001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

Go back to Single Action Invoice

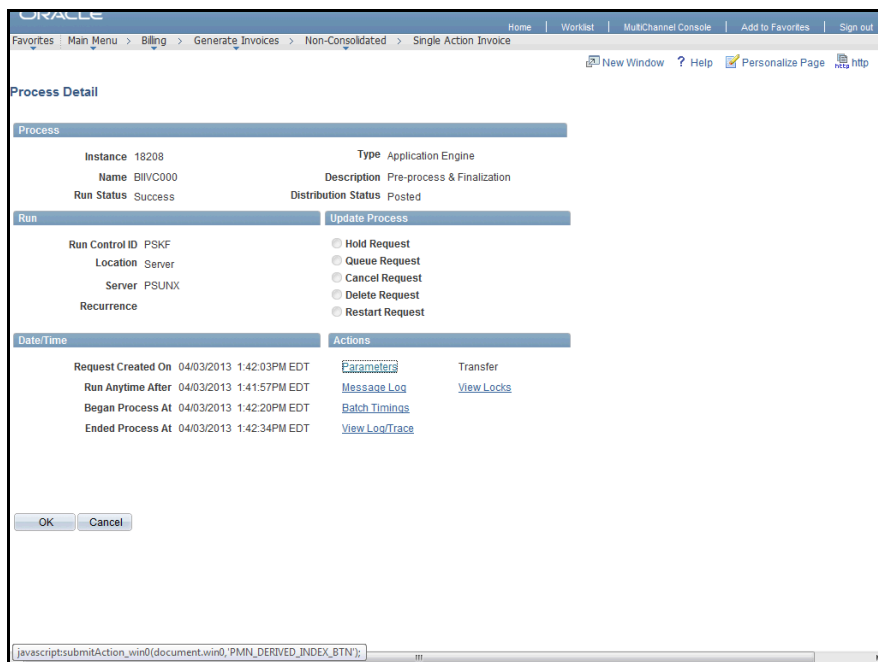
Save Notify

Process List | Server List

| Step | Action |
|------|---|
| 20. | The Process List page displays. Click the Refresh button.  |
| 21. | Click the AOC_MAIN link.  |



| Step | Action |
|------|---|
| 22. | <p>The Process Detail page displays.</p> <p>Click the 18208 - BIIVC000 Success link.</p> <p><u>18208 - BIIVC000 Success</u></p> |

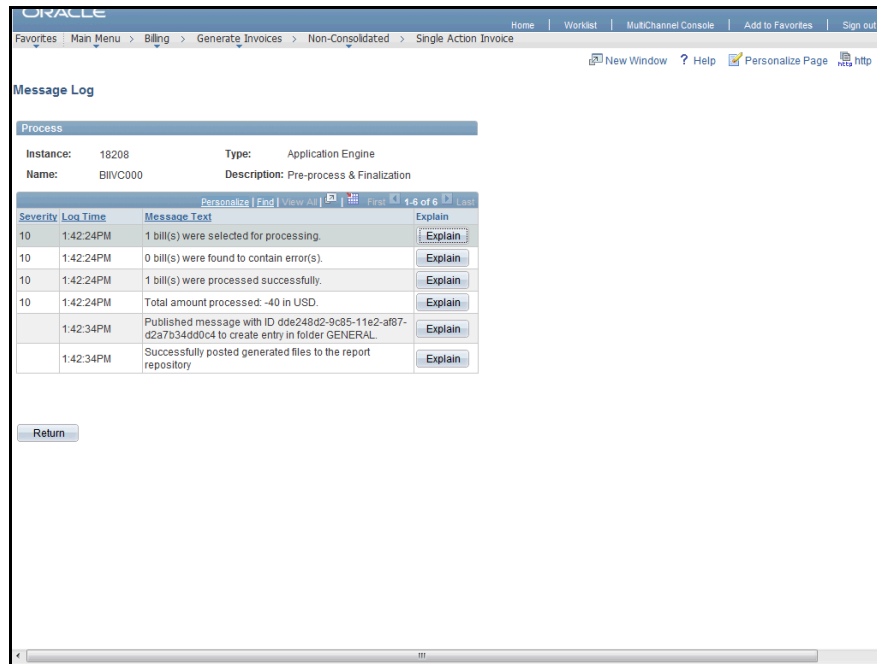


Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 23. | Click the Message Log link. Message Log |



| Step | Action |
|------|--|
| 24. | The Message Log page displays. Click the Return button. Return |

Process Detail

Process

| | | | |
|------------|----------|---------------------|----------------------------|
| Instance | 18208 | Type | Application Engine |
| Name | BIIVC000 | Description | Pre-process & Finalization |
| Run Status | Success | Distribution Status | Posted |

Run

Run Control ID: PSKF
Location: Server
Server: PSUNIX
Recurrence:

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time

Request Created On: 04/03/2013 1:42:03PM EDT
Run Anytime After: 04/03/2013 1:41:57PM EDT
Began Process At: 04/03/2013 1:42:20PM EDT
Ended Process At: 04/03/2013 1:42:34PM EDT

Actions

[Parameters](#) [Transfer](#)
[Message Log](#) [View Locks](#)
[Batch Timings](#) [View Log/Trace](#)

| Step | Action |
|------|---|
| 25. | The Process Detail page displays. Click the OK button. |

Process Detail

Process Name: AOC_MAIN

Main Job Instance: 18207

Left | Right

- 18207 - AOC_MAIN Success
- 18208 - BIIVC000 Success
- 18209 - BI_IVCEXT Success
- 18215 - BIXPJOB Success
- 18210 - BICURCHV Success
- 18211 - BIPRELD Success
- 18212 - BILDGL01 Success
- 18213 - FS_BP Success
- 18214 - BILDAR01 Success

javascript:submitAction_win0(document.win0, '#JCSetFieldPMIN_PRCSLIST...

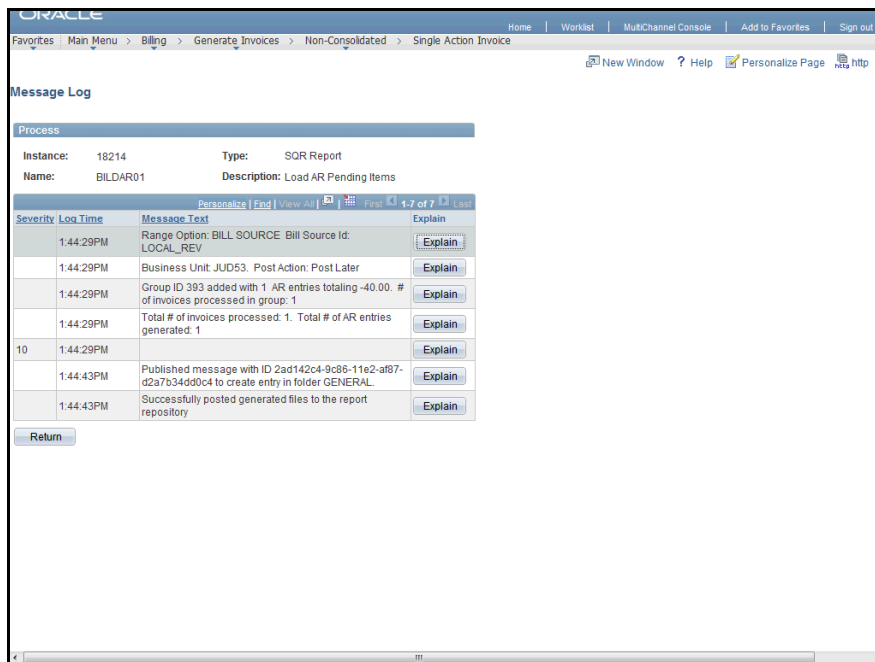
Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 26. | Click the 18214 - BILDAR01 Success link. 18214 - BILDAR01 Success |

| Step | Action |
|------|---|
| 27. | Click the Message Log link. Message Log |



| Step | Action |
|------|--|
| 28. | <p>The Message Log page displays.</p> <p>Confirma that 0 Bills were found to contain errors.</p> <p>Click the Return button.</p> <div>Return</div> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE
Favorites | Main Menu | Billing > Generate Invoices > Non-Consolidated > Single Action Invoice | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process Detail

| Process | |
|---------------------|-----------------------|
| Instance | 18214 |
| Type | SQR Report |
| Name | BILDAR01 |
| Description | Load AR Pending Items |
| Run Status | Success |
| Distribution Status | Posted |

| Run | Update Process |
|---------------------|---------------------------------------|
| Run Control ID PSKF | <input type="radio"/> Hold Request |
| Location Server | <input type="radio"/> Queue Request |
| Server PSUNX | <input type="radio"/> Cancel Request |
| Recurrence | <input type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |

| Date/Time | Actions |
|---|-------------------------------------|
| Request Created On 04/03/2013 1:42:03PM EDT | Parameters Transfer |
| Run Anytime After 04/03/2013 1:41:57PM EDT | Message Log |
| Began Process At 04/03/2013 1:44:29PM EDT | Batch Timings |
| Ended Process At 04/03/2013 1:44:43PM EDT | View Log/Trace |

OK Cancel

| Step | Action |
|------|--|
| 29. | <p>The Process Detail page displays.</p> <p>Click the OK button.</p> <div>OK</div> |

ORACLE
Favorites | Main Menu | Billing > Generate Invoices > Non-Consolidated > Single Action Invoice | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Process List

Server List

Actions

User ID Type Last Days Refresh

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

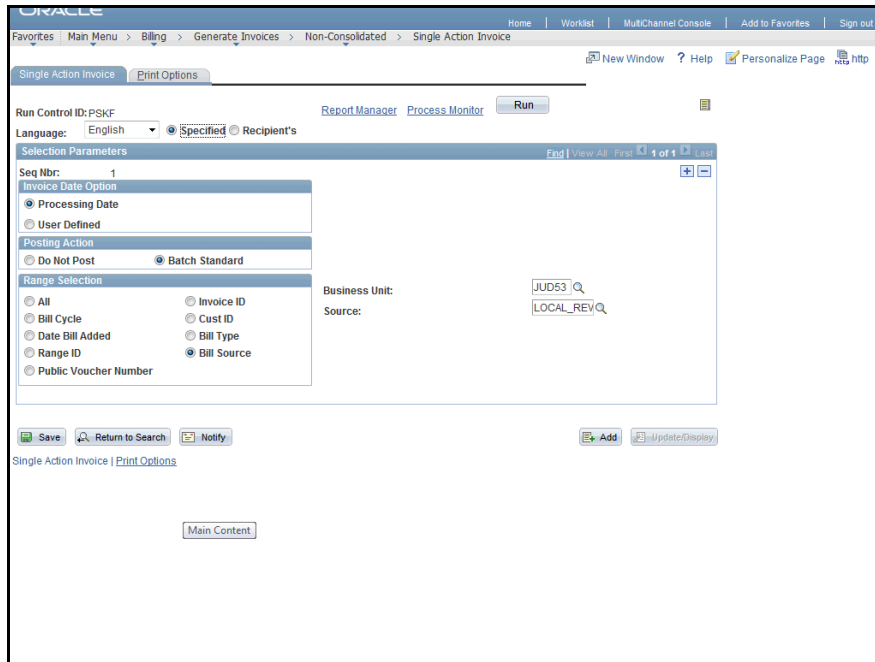
| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 18207 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 1:41:57PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18206 | | SQR Report | BIIVCSTS | ken.vp1 | 04/03/2013 1:38:48PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18205 | | Application Engine | BIIF0001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

Go back to Single Action Invoice

Save Notify

Process List | Server List

| Step | Action |
|------|--|
| 30. | <p>The Process List page displays.</p> <p>Click the Go back to Single Action Invoice link.</p> <p>Go back to Single Action Invoice</p> |



| Step | Action |
|------|--|
| 31. | <p>Click the Report Manager link.</p> <p>Report Manager</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

List | Explorer | Administration | Archives

New Window | Personalize Page | http

View Reports For

Folder: [dropdown] Instance: [dropdown] to: [dropdown] Refresh

Name: [text] Created On: [text] Last [dropdown] 1 Days [dropdown]

| Report | Report Description | Folder Name | Completion Date/Time | Report ID | Process Instance |
|----------|--------------------|-------------|----------------------|-----------|------------------|
| 1 Report | | | | | |

Go back to Single Action Invoice

Save

List | Explorer | Administration | Archives

| Step | Action |
|------|--|
| 32. | <p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p> <p>Administration</p> |

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu | Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

List | Explorer | Administration | Archives

New Window | Personalize Page | http

View Reports For

User ID: debbie.seipp Type: [dropdown] Last [dropdown] 1 Days [dropdown] Refresh

Status: [dropdown] Folder: [dropdown] Instance: [dropdown] to: [dropdown]

| Select | Report ID | Prce Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|-------------------------------|----------------------|--------------------|--------|---------|
| <input type="checkbox"/> | 9881 | 13527 | Voucher Build | 06/27/2013 5:58:34PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9879 | 13525 | AR_REFUND | 06/27/2013 5:56:24PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9873 | 13519 | PS/AR Posting | 06/27/2013 5:45:48PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9872 | 13518 | PS/AR Pending Group Generator | 06/27/2013 5:45:48PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9871 | 13515 | PS/AR Receivable Update2 | 06/27/2013 5:45:48PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9870 | 13514 | PS/AR Receivable Update | 06/27/2013 5:45:48PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9869 | 13512 | PS/AR Posting | 06/27/2013 5:41:51PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9868 | 13511 | PS/AR Pending Group Generator | 06/27/2013 5:41:51PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9867 | 13508 | PS/AR Receivable Update2 | 06/27/2013 5:41:51PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9866 | 13507 | PS/AR Receivable Update | 06/27/2013 5:41:51PM | Text Files (*.txt) | Posted | Details |
| <input type="checkbox"/> | 9854 | 13488 | On-Demand Process | 06/27/2013 4:13:17PM | Acrobat (*.pdf) | Posted | Details |

| Step | Action |
|------|--|
| 33. | <p>The Administration tab displays.</p> <p>Review the Load AR Pending Items and the Load GL Interface reports. Confirm each of these reports has the correct invoice number count and invoice amounts.</p> |
| 34. | <p>You have successfully completed the <i>Run the Single Action Invoice Process</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - execute the single action invoice process <p>End of Procedure.</p> |

5.7 Running the AR Update

Upon completion of the Single Action Invoice process, the AR Update process will need to be executed in order for the invoices to be viewable in the customer accounts. The **Run AR Update (ARUPDATE)** process will then post items in Billing and payments and maintenance activities in Accounts Receivable. The process updates customer balances and item status and creates accounting entries for a specified Business Unit within an accounting date range.



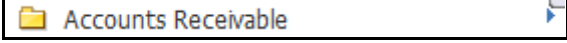
It is important to note that when the ARUPDATE job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

After completing this topic, you will learn how to:

- Process the Run AR Update (ARUPDATE)

Procedure

In this topic, you will learn how to execute the **AR update (ARUPDATE)**.

| Step | Action |
|------|---|
| 1. | <p>Begin by navigating to the Request Receivables Update page.</p> <p>Click the Main Menu button.</p>  |
| 2. | <p>Click the Sort Menu button.</p>  |
| 3. | <p>Click the Accounts Receivable menu.</p>  |

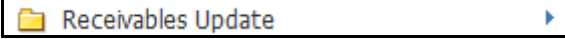

Training Guide

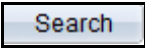

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

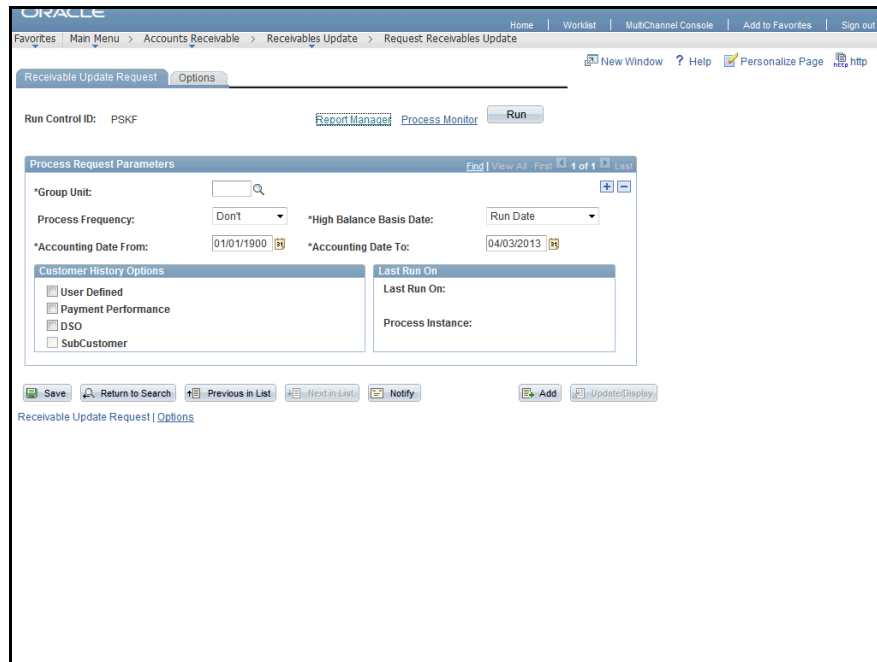


GEARS

General Enterprise And Resource Support

| Step | Action |
|------|--|
| 4. | Click the Receivables Update menu.  |
| 5. | Click the Request Receivables Update menu.  |

| Step | Action |
|------|---|
| 6. | The Request Receivables Update search page displays. NOTE: If you have previously created a run control to run the AR Update process, you can search for the run control using the Find an Existing Value page. Create a new run control if one does not already exist. Click the Add a New Value tab to add a new run control. Click the Search button.  |
| 7. | Click the PSKF link.  |



Oracle Receivables Update Request Options

Run Control ID: PSKF [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: [Find](#) [View All](#) [First](#) [Last](#)

Process Frequency: Don't *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/1900 *Accounting Date To: 04/03/2013

Customer History Options



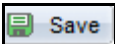
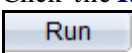
☐ User Defined ☐ Payment Performance ☐ DSO ☐ SubCustomer

Last Run On

Last Run On: Process Instance:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

| Step | Action |
|------|--|
| 8. | The Request Receivables Update page displays. Enter the desired information into the Group Unit field. Enter " jud53 ". |
| 9. | Click the Process Frequency list.  |
| 10. | Click the Always list item.  |
| 11. | Enter the desired information into the Accounting Date From field. Enter " 09/01/12 ". |
| 12. | Enter the desired information into the Accounting Date To field. Enter " 10/01/12 ". Note: If you are using a previously created Run Control, be sure the accounting date is through today's date. |
| 13. | Click the Save button.  |
| 14. | Click the Run button.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window ? Help Personalize Page help http

Process Scheduler Request

User ID: ken.vp1 Run Control ID: PSKF

Server Name: Run Date: 04/03/2013

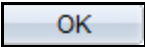

Recurrence: Run Time: 1:47:22PM

Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------------------|--------------|--------------|--------|---------|--------------|
| <input checked="" type="checkbox"/> | PS/AR Receivable Update | ARUPDATE | PSJob | (None) | (None) | Distribution |

OK Cancel

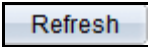
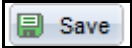
Ok (Enter)

| Step | Action |
|------|---|
| 15. | The Process Scheduler Request page displays. Click the OK button.  |
| 16. | Click the Process Monitor link.  |

The screenshot shows the Oracle AR220 'Process List' page. The page has a navigation bar at the top with links like 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there's a breadcrumb trail: 'Favorites > Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update'. The main content area is titled 'Process List' and includes a 'Server List' tab. There are search filters for 'User ID' (ken.vp1), 'Type', 'Last', 'Days', 'Run Status', 'Distribution Status', and a 'Refresh' button. Below the filters is a table with the following data:

| Select | Instance | Seq | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|-----|--------------------|--------------|---------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 18218 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 1:47:22PM EDT | Queued | N/A | Details |
| <input type="checkbox"/> | 18207 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 1:41:57PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18206 | | SQR Report | BIIVCSTS | ken.vp1 | 04/03/2013 1:38:48PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18205 | | Application Engine | BIIF0001 | ken.vp1 | 04/03/2013 1:32:15PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18204 | | Application Engine | AOC_DIS_INTF | ken.vp1 | 04/03/2013 1:29:50PM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18194 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:36:30AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18187 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 11:24:19AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18176 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 11:17:01AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18165 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:59:48AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18158 | | PSJob | ARUPDATE | ken.vp1 | 04/03/2013 10:52:47AM EDT | Success | Posted | Details |
| <input type="checkbox"/> | 18146 | | PSJob | AOC_MAIN | ken.vp1 | 04/03/2013 10:49:12AM EDT | Success | Posted | Details |

At the bottom of the page, there are links for 'Go back to Request Receivables Update', 'Save', and 'Notify'.

| Step | Action |
|------|---|
| 17. | The Process List page displays. Click the Refresh button.  |
| 18. | Click Save.  |
| 19. | You have successfully completed the <i>Run AR Update</i> topic. You have learned to: - execute the AR Update process End of Procedure. |

5.8 Reviewing Individual Customer Accounts

To ensure each Local Revenue customer has a credit invoice on their account to refund, you will need to either review each customers AR Account or run an AR Aging Summary Report By Unit which will list each customer and their current balance. In this instance you will review a customer AR Account.

In this topic, you will review the credit invoices on line through the AR Customer Account via an electronic copy.

After completing this topic, you will be able to:

- Review and produce an electronic copy of individual customer account information



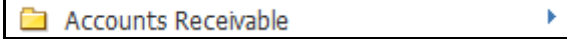

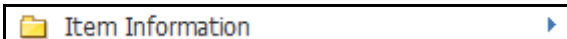
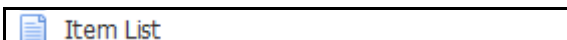
Training Guide


AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

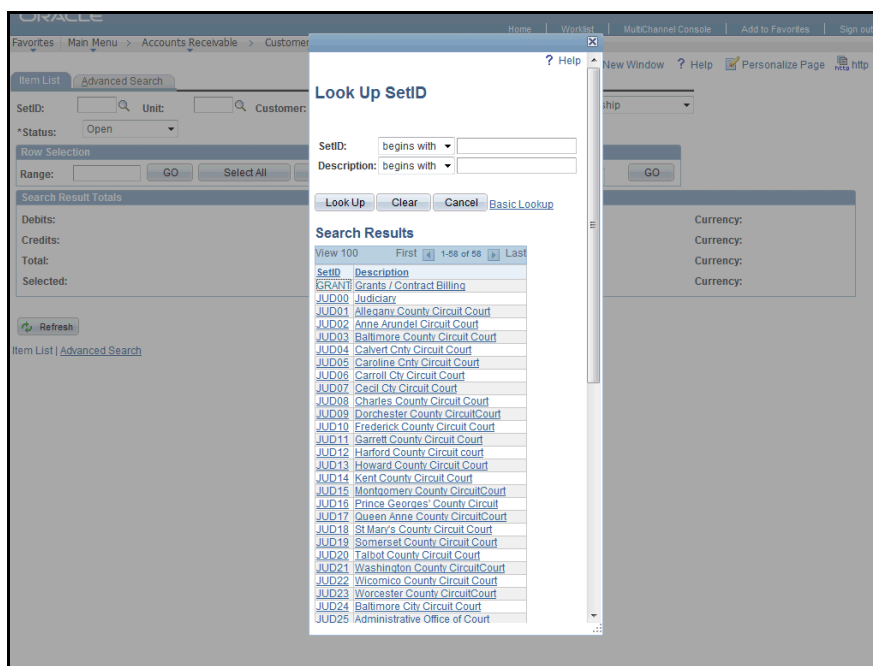




Procedure

In this topic, you will review the credit invoices on line through the AR Customer Account via an electronic copy.

| Step | Action |
|------|---|
| 1. | Navigate to the Item List page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Accounts Receivable menu.  |
| 4. | Click the Customer Accounts menu.  |
| 5. | Click the Item Information menu.  |
| 6. | Click the Item List menu.  |

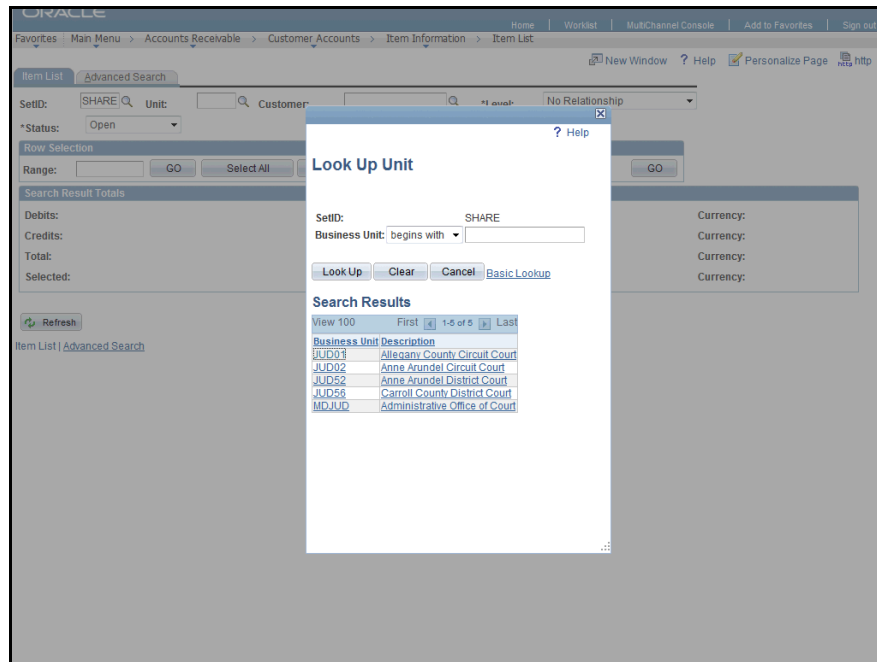
| Step | Action |
|------|---|
| 7. | <p>The Item List displays.</p> <p>Click the Look up SetID (Alt+5) button.</p>  |




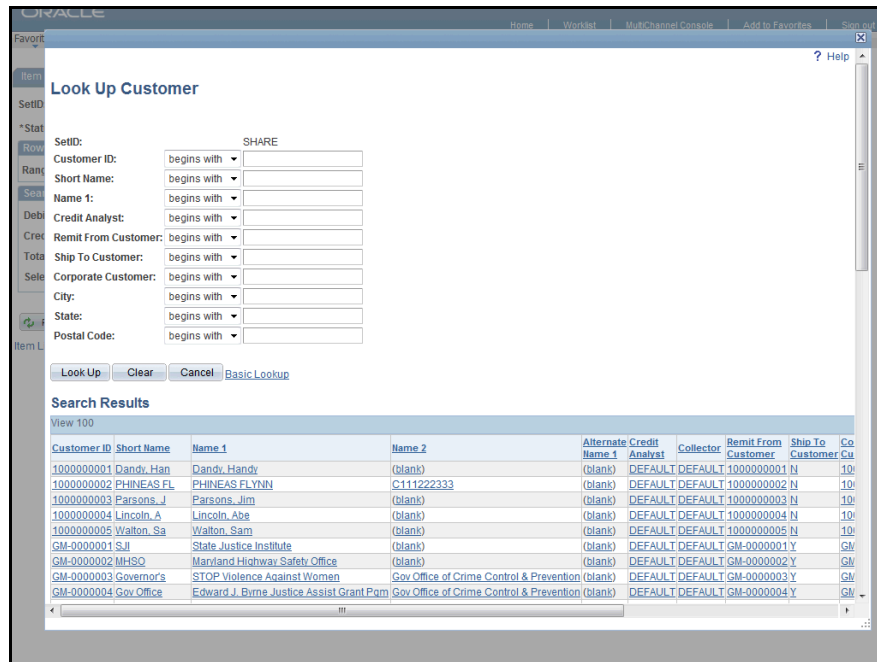
| Step | Action |
|------|--|
| 8. | <p>The Look Up SetID window displays.</p> <p>Scroll down to the SHARE hyperlink.</p> |
| 9. | <p>Click the SHARE link.</p>  |
| 10. | <p>Click the Look up Unit button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 11. | <p>The Look Up Unit window displays.</p> <p>Click the JUD02 link.</p> <p>JUD02</p> |
| 12. | <p>Click the Look up Customer button.</p> <p></p> |



Look Up Customer

SetID: SHARE

Customer ID: begins with

Short Name: begins with

Name 1: begins with

Credit Analyst: begins with

Remit From Customer: begins with

Ship To Customer: begins with

Corporate Customer: begins with

City: begins with

State: begins with

Postal Code: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100

| Customer ID | Short Name | Name 1 | Name 2 | Alternate Name 1 | Credit Analyst | Collector | Remit From Customer | Ship To Customer | Co |
|-------------|------------|---|--|------------------|----------------|-----------|---------------------|------------------|-----|
| 1000000001 | Dandy, Han | Dandy, Handv | (blank) | (blank) | DEFAULT | DEFAULT | 1000000001 | N | 10/ |
| 1000000002 | PHINEAS FL | PHINEAS FLYNN | C111222333 | (blank) | DEFAULT | DEFAULT | 1000000002 | N | 10/ |
| 1000000003 | Parsons, J | Parsons, Jim | (blank) | (blank) | DEFAULT | DEFAULT | 1000000003 | N | 10/ |
| 1000000004 | Lincoln, A | Lincoln, Abe | (blank) | (blank) | DEFAULT | DEFAULT | 1000000004 | N | 10/ |
| 1000000005 | Walton, Sa | Walton, Sam | (blank) | (blank) | DEFAULT | DEFAULT | 1000000005 | N | 10/ |
| GM-0000001 | SJ | State Justice Institute | (blank) | (blank) | DEFAULT | DEFAULT | GM-0000001 | Y | GM/ |
| GM-0000002 | MHSO | Mandland Highway Safety Office | (blank) | (blank) | DEFAULT | DEFAULT | GM-0000002 | Y | GM/ |
| GM-0000003 | Governor's | STOP Violence Against Women | Gov Office of Crime Control & Prevention | (blank) | DEFAULT | DEFAULT | GM-0000003 | Y | GM/ |
| GM-0000004 | Gov Office | Edward J. Byrne Justice Assist Grant Parn | Gov Office of Crime Control & Prevention | (blank) | DEFAULT | DEFAULT | GM-0000004 | Y | GM/ |

| Step | Action |
|------|---|
| 13. | <p>The Look Up Customer window displays.</p> <p>Click the Parsons, Jim link.</p> <p><u>Parsons, Jim</u></p> |
| 14. | <p>Verify that the Status list reads "Open".</p> |
| 15. | <p>Click the Search button.</p> <p>Search</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 16. | Review the page to ensure the amount is the correct credit amount and the Entry Reason is LRVDS . |
| 17. | <p>You have successfully completed the <i>Reviewing Individual Customer Accounts</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - view an individual customer account online <p>End of Procedure.</p> |

5.9 Reviewing Multiple Customer Accounts



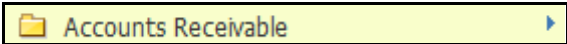


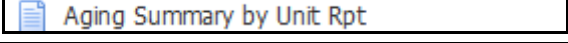
To ensure each Local Revenue customer has a credit invoice on their account to refund, you will need to either review each customer's AR Account or run an AR Aging Summary Report By Unit which will list each customer and their current balance. In this instance you will review an AR Aging Summary Report By Unit.

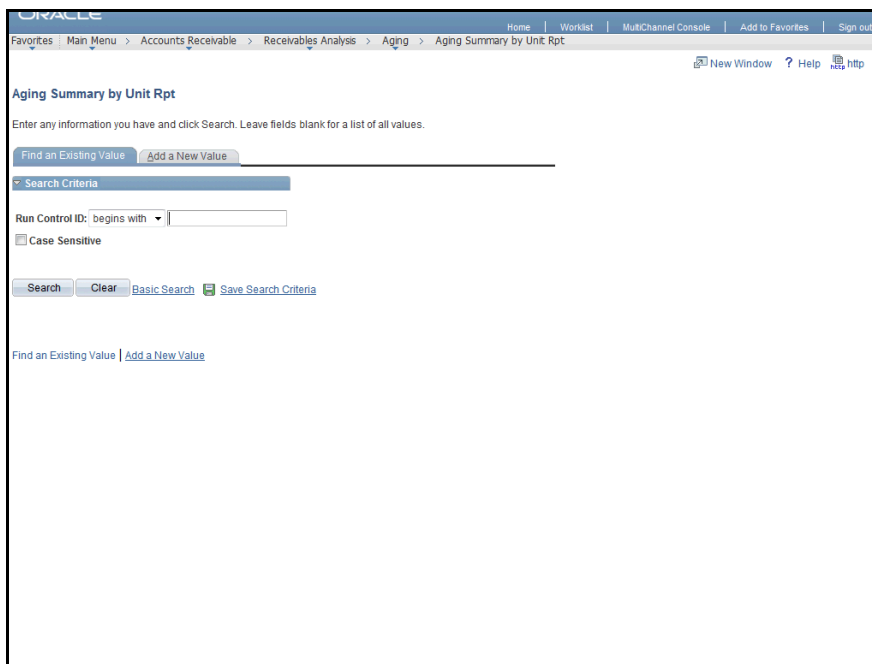
After completing this topic, you will be able to:

- run an AR Aging Summary by Unit Report

Procedure

In this topic, you will run the Aging Summary by Unit report.

| Step | Action |
|------|---|
| 1. | Navigate to the Aging Summary By Unit page. Click the Main Menu menu.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Accounts Receivable menu.  |
| 4. | Click the Receivables Analysis menu.  |
| 5. | Click the Aging menu.  |
| 6. | Click the Aging Summary by Unit Rpt menu.  |



The screenshot shows the Oracle AR220 interface for the 'Aging Summary by Unit Rpt' page. The breadcrumb trail at the top reads: Home > Worklist > MultiChannel Console > Add to Favorites > Sign out > Favorites > Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt. The page title is 'Aging Summary by Unit Rpt'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a 'Search Criteria' section with a dropdown menu for 'Run Control ID: begins with' and a text input field. There is also a checkbox for 'Case Sensitive'. At the bottom of the search criteria section are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.


Training Guide

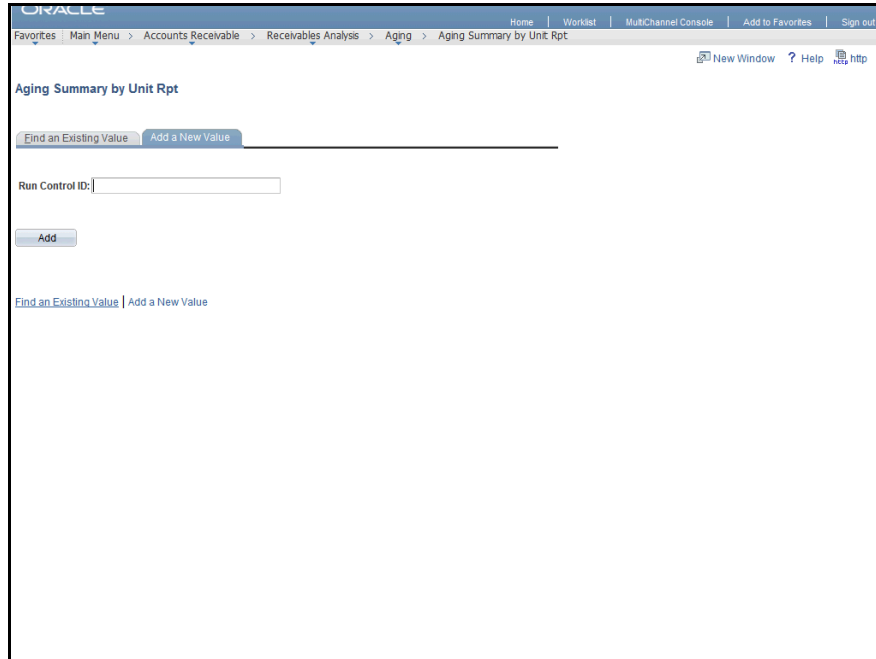
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

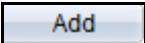


GEARS

General Enterprise And Resource Support

| Step | Action |
|------|--|
| 7. | <p>The Aging Summary by Unit Rpt search page displays.</p> <p>Click the Add a New Value tab.</p>  |



| Step | Action |
|------|--|
| 8. | <p>The Add a New Value tab displays.</p> <p>Enter the desired information into the Run Control ID field. Enter "AGING_SUM_RPT".</p> |
| 9. | <p>Click the Add button.</p>  |

Oracle
Favorites | Main Menu | Accounts Receivable | Receivables Analysis | Aging | Aging Summary by Unit Rpt

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Aging Summary By Unit

Run Control ID: AGING_SUM_RPT Report Manager Process Monitor Run

Language: English


Report Request Parameters

As of Date: 07/01/2013
 SetID:
 Aging ID:
 Amount Type: Base Curr
 Rate Type:
 *Display Option: Include All

System Activity Personalize | Find | View All | First 1 of 1 Last

| *Business Unit | Description |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Save Notify Add Update/Display

| Step | Action |
|------|--|
| 10. | <p>The Aging Summary By Unit page displays.</p> <p>Click the Look up SetID button.</p>  |

Oracle
Favorites | Main Menu | Accounts Receivable | Receivables Analysis | Aging | Aging Summary by Unit Rpt

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Aging Summary By Unit

Run Control ID: AGING_SUM_RPT Report Manager Process Monitor Run

Language: English

Report Request Parameters

As of Date: 07/01/2013
 SetID:
 Aging ID:
 Amount Type: Base Curr
 Rate Type:
 *Display Option: Include All

System Activity Personalize | Find | View All | First 1 of 1 Last

| *Business Unit | Description |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Save Notify Add Update/Display

Look Up SetID

SetID: begins with
 Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results



View 100 First 1-88 of 88 Last

| SetID | Description |
|-------|---------------------------------|
| GRANT | Grants / Contract Billing |
| JUD00 | Judiciary |
| JUD01 | Allegheny County Circuit Court |
| JUD02 | Anne Arundel Circuit Court |
| JUD03 | Baltimore County Circuit Court |
| JUD04 | Calvert County Circuit Court |
| JUD05 | Caroline County Circuit Court |
| JUD06 | Carroll County Circuit Court |
| JUD07 | Cecil County Circuit Court |
| JUD08 | Charles County Circuit Court |
| JUD09 | Dorchester County Circuit Court |
| JUD10 | Frederick County Circuit Court |
| JUD11 | Garrett County Circuit Court |
| JUD12 | Harford County Circuit Court |
| JUD13 | Howard County Circuit Court |
| JUD14 | Kent County Circuit Court |
| JUD15 | Montgomery County Circuit Court |
| JUD16 | Prince Georges County Circuit |
| JUD17 | Queen Anne County Circuit Court |
| JUD18 | St Mary's County Circuit Court |
| JUD19 | Somerset County Circuit Court |
| JUD20 | Talbot County Circuit Court |
| JUD21 | Washington County Circuit Court |
| JUD22 | Wicomico County Circuit Court |
| JUD23 | Worcester County Circuit Court |
| JUD24 | Baltimore City Circuit Court |
| JUD25 | Administrative Office of Court |

Training Guide


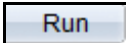
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

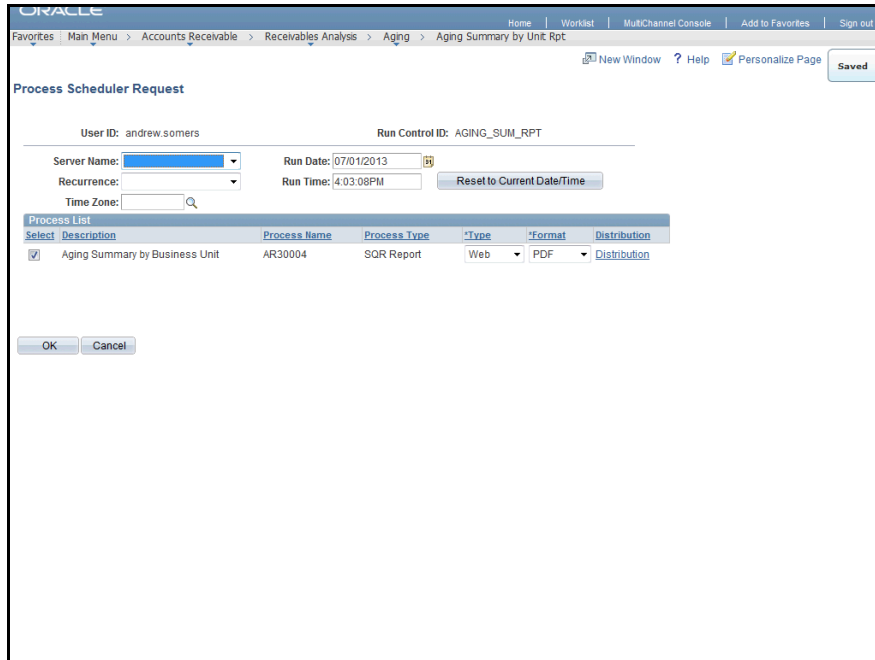


| Step | Action |
|------|---|
| 11. | The Look Up SetID window displays. Scroll down to the SHARE hyperlink. |
| 12. | Click the SHARE link.  |
| 13. | Enter the desired information into the Aging ID field. Enter " AOC ". |
| 14. | Verify that Base Curr is selected in the Amount Type list. |
| 15. | Enter the desired information into the Rate Type field. Enter " CRRNT ". |
| 16. | Click the Look up Business Unit button.  |

The screenshot shows the Oracle AR220 interface. The main window is titled 'Aging Summary By Unit' and displays report parameters: As of Date: 07/01/2013, SetID: SHARE, Aging ID: AOC, Amount Type: Base Curr, Rate Type: CRRNT, and Display Option: Include All. A 'Look Up Business Unit' dialog box is open, showing a search results table with columns 'Business Unit' and 'Description'. The results are:

| Business Unit | Description |
|---------------|--------------------------------|
| JUD01 | Allegheny County Circuit Court |
| JUD02 | Anne Arundel Circuit Court |
| JUD22 | Anne Arundel District Court |
| JUD56 | Carroll County District Court |
| MDJUD | Administrative Office of Court |

| Step | Action |
|------|--|
| 17. | The Look Up Business Unit window displays. Click the JUD02 link.  |
| 18. | Click the Run button.  |



Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

New Window ? Help Personalize Page Saved

Process Scheduler Request

User ID: andrew.somers Run Control ID: AGING_SUM_RPT

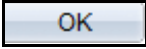
Server Name: [dropdown] Run Date: 07/01/2013 [calendar icon]

Recurrence: [dropdown] Run Time: 4:03:08PM [Reset to Current Date/Time]

Time Zone: [dropdown]

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|--------------------------------|--------------|--------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | Aging Summary by Business Unit | AR30004 | SQR Report | Web | PDF | Distribution |

OK Cancel

| Step | Action |
|------|--|
| 19. | <p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p> <p></p> |
| 20. | <p>Click the Process Monitor link.</p> <p>Process Monitor</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

Process List | Server List

Actions

User ID: andrew.somers | Type: | Last: | Days: | Refresh

Server: | Name: | Instance: | to: |

Run Status: | Distribution Status: | Save On Refresh

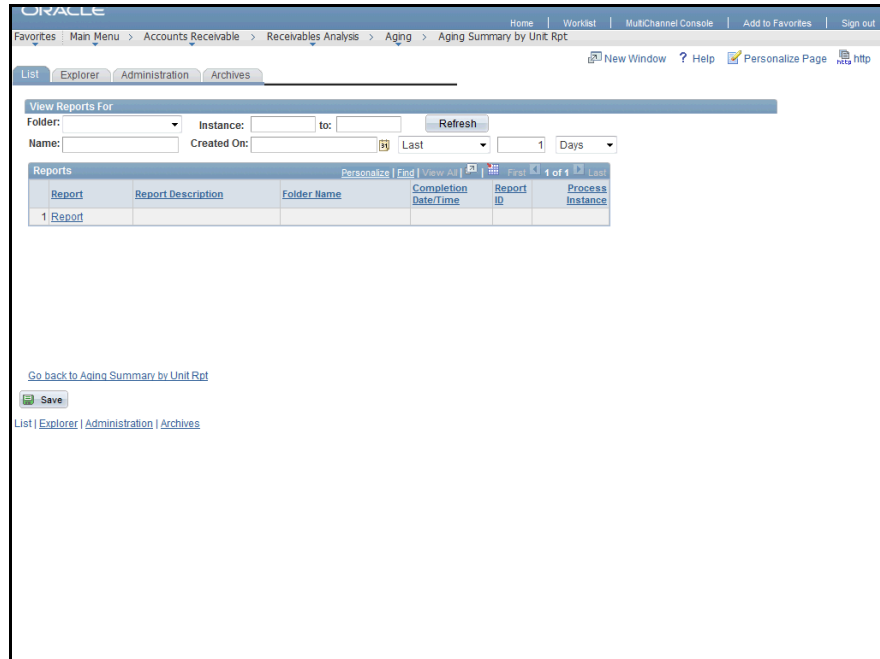
| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|---------------|--------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 13638 | | SQR Report | AR30004 | andrew.somers | 07/01/2013 4:03:08PM EDT | Success | N/A | Details |

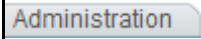
Go back to Aging Summary by Unit Rpt

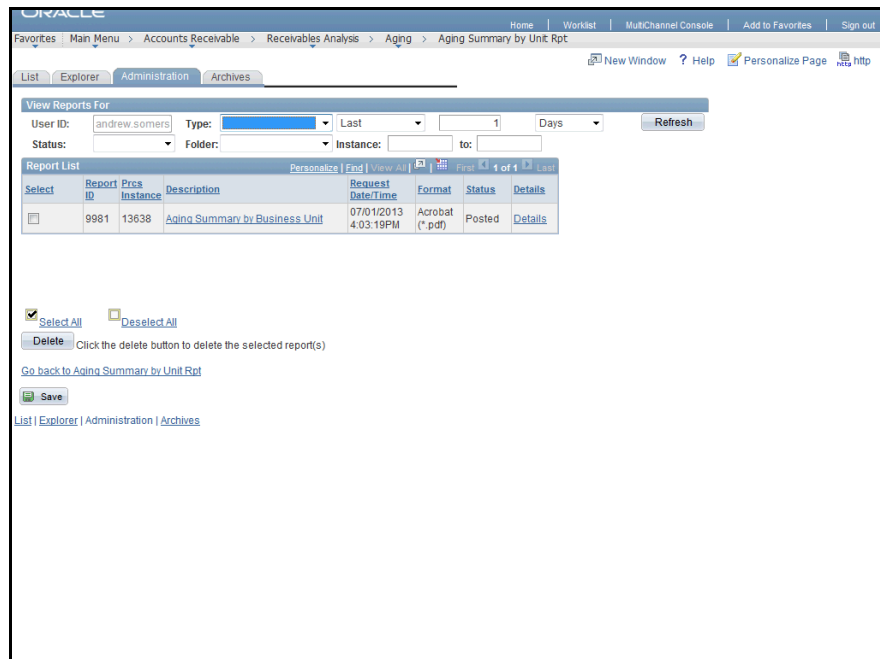
Save | Notify

Process List | Server List

| Step | Action |
|------|--|
| 21. | <p>The Process List displays.</p> <p>Click the Refresh button.</p> <p>Refresh</p> |
| 22. | <p>Click the Go back to Aging Summary by Unit Rpt link once the Run Status reads Success and the Distribution Status reads Posted.</p> <p>Go back to Aging Summary by Unit Rpt</p> |
| 23. | <p>Click the Report Manager link.</p> <p>Report Manager</p> |



| Step | Action |
|------|--|
| 24. | <p>The Report Manager - List page displays.</p> <p>Click the Administration tab.</p>  |



Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 25. | <p>The Administration tab displays.</p> <p>Click the Aging Summary by Business Unit link.</p> <p>Aging Summary by Business Unit</p> |

Report ID: AR20004

Aging Id: CHARR/AOC

Currency: Base Currency

Rate Type: CHART

Business Unit: JUD02

PeopleSoft Receivables

AGING SUMMARY BY BUSINESS UNIT

as of 01-JUL-2013

Page No. 1

Run Date 07/01/2013

Run Time 16:03:23

| Cust ID | Name | Cur | Amount | Future | Current | 31-60 | 61-9999 |
|------------|----------------------------|-----|---------|--------|---------|-------|---------|
| JUD02 | Anne Arundel Circuit Court | | | | | | |
| 1000000003 | Parsons, Jim | USD | -250.00 | | -250.00 | | |
| Total | Anne Arundel Circuit Court | | -250.00 | | -250.00 | | |

| Step | Action |
|------|---|
| 26. | <p>The Aging Summary By Business Unit Report displays in a new window.</p> <p>Review the information and confirm that each Local Revenue Disbursement customer has the correct credit balance.</p> |
| 27. | <p>You have successfully completed the <i>Reviewing Multiple Customer Accounts</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - produce the Aging Summary by Business Unit Report <p>End of Procedure.</p> |

5.10 Creating a Refund Worksheet

Processing local revenue refunds involves creating a Maintenance Worksheet in GEARS to mark the open items (invoices) as refunds so that they can be processed by the Request Refund Item process. The Request Refund Item process loads the refunds to Accounts Payable for disbursement.




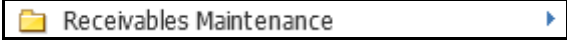
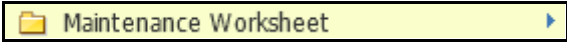

In this topic, you will use the Maintenance Worksheet pages in GEARS to process refunds.

After completing this topic, you will learn how to:

- Create requests for refunds

Procedure

In this topic, you will create refund requests using the **Maintenance Worksheet** in GEARS.

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Maintenance Worksheet page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Accounts Receivable menu.  |
| 4. | Click the Receivables Maintenance menu.  |
| 5. | Click the Maintenance Worksheet menu.  |
| 6. | Click the Create Worksheet menu.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worksheet | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

New Window help http

Create Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Worksheet Business Unit: = [] Q

Worksheet ID: begins with []


User ID: begins with [] Q

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

| Step | Action |
|------|--|
| 7. | <p>The Create Worksheet search page displays.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p> |
| 8. | <p>Enter the desired information into the Worksheet Business Unit field. Enter "jud53".</p> |
| 9. | <p>Click the Add button.</p> <p>Add</p> |

| Step | Action |
|------|--|
| 10. | <p>The Worksheet Selection page displays.</p> <p>Click the Look up Cust ID (Alt+5) button.</p>  |

Page 239

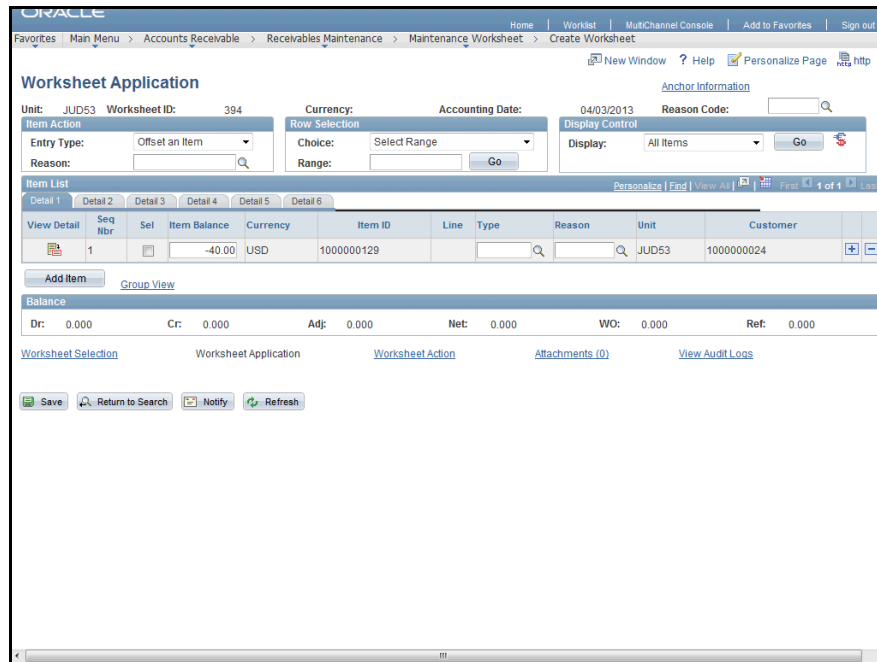
Training Guide


AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 11. | Click the Local Revenue - Accounting link. Local Revenue - Lonaconing |

| Step | Action |
|------|--|
| 12. | Click the Build button. Build |



| Step | Action |
|------|--|
| 13. | <p>The Worksheet Application page displays.</p> <p>Click the Look up Reason Code (Alt+5) button.</p>  |
| 14. | <p>The Look Up Reason Code search page displays.</p> <p>Click the LOCALREV link.</p> <p>LOCALREV</p> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Oracle
 Home | Worksheet | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet


Worksheet Application
 Unit: JUD53 Worksheet ID: 394 Currency: Accounting Date: 04/03/2013 Reason Code: LOCALREV
 Item Action: Entry Type: Offset an Item Reason: Choice: Select Range Range: Go
 Display Control: Display: All Items Reason Code Description: LOCALREV Local Rev

Item List
 Personalize | Find | View All | Page 1 of 1
 View Detail Seq Nbr Sel Item Balance Currency Item ID Line Type Reason Unit Customer
 1 -40.00 USD 1000000129 JUD53 1000000024
 Add Item Group View

Balance
 Dr: 0.000 Cr: 0.000 Adj: 0.000 Net: 0.000 WO: 0.000 Ref: 0.000

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Log
 Save Return to Search Notify Refresh

| Step | Action |
|------|---|
| 15. | Click the Entry Type list. <div>Offset an Item</div> |
| 16. | Click the Refund A Credit list item. <div>Refund A Credit</div> |

| Step | Action |
|------|--|
| 17. | Click the Look up Reason (Alt+5) button.  |

| SetID | Entry Type | Entry Reason | Description |
|----------|------------|--------------|----------------------------------|
| SHARE RC | BOND | BOND | Bond Previously Forfeited |
| SHARE RC | DPP | DPP | Dept of Parole and Probation |
| SHARE RC | FSCRW | FSCRW | Return of Escrow Monies |
| SHARE RC | GDINA | GDINA | Goods and Services Not Availab |
| SHARE RC | LOCAL | LOCAL | Fines/Costs Collected Local Juri |
| SHARE RC | NGNES | NGNES | Non Est |
| SHARE RC | OVRPY | OVRPY | Overpayment |
| SHARE RC | RECON | RECON | Reconsideration of Sentence |
| SHARE RC | TRNSE | TRNSE | Transfer to Circuit Court |
| SHARE RC | WRGAC | WRGAC | Funds Deposited in Wrong Acct |

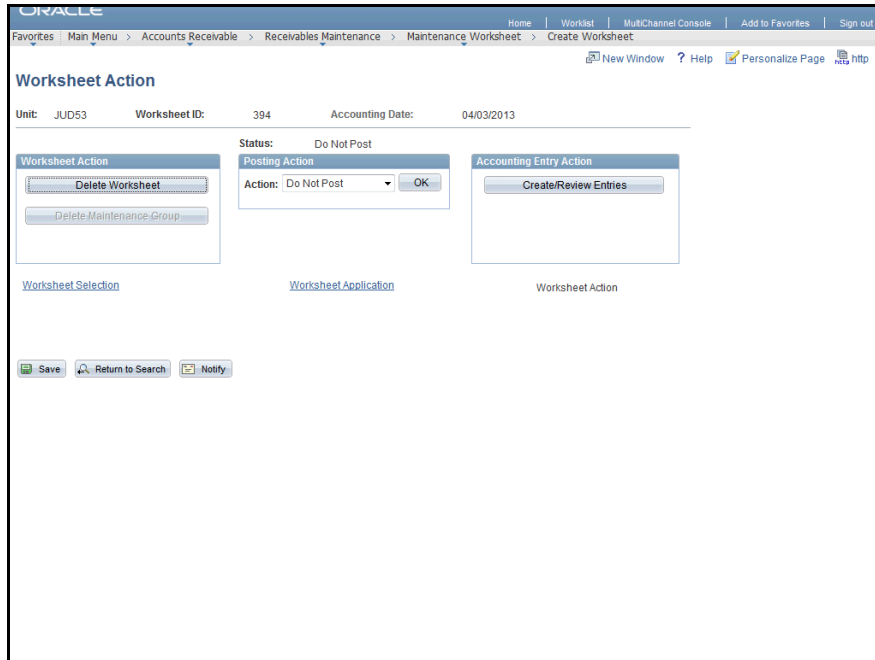
Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

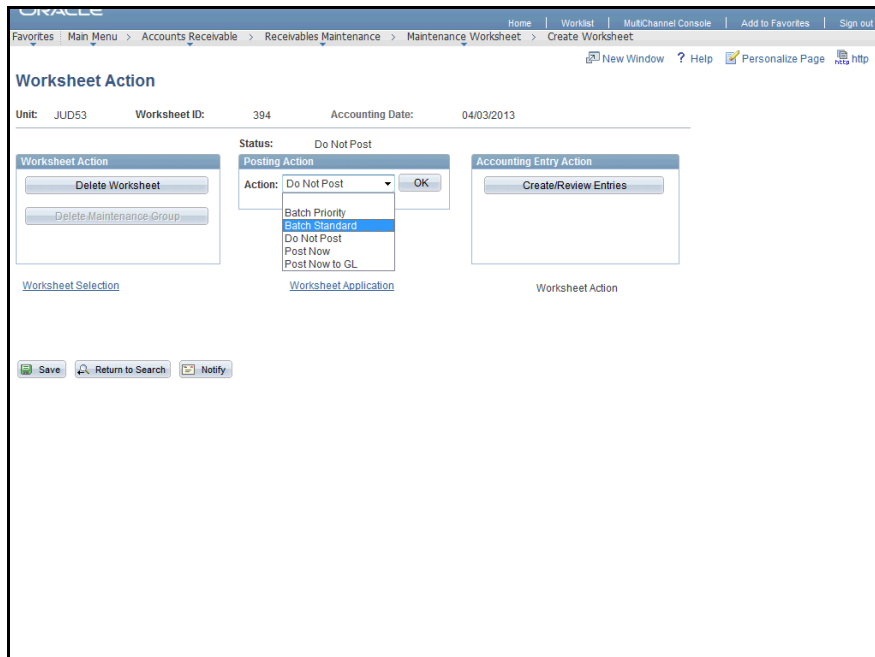


| Step | Action |
|------|---|
| 18. | <p>The Look Up Reason Code displays.</p> <p>Click the LOCAL link.</p> <p>LOCAL</p> |

| Step | Action |
|------|---|
| 19. | <p>Click the Sel option for the Interest and Disbursement invoice.</p> <p><input type="checkbox"/></p> |
| 20. | <p>Click the Refresh button.</p> <p>Refresh</p> |
| 21. | <p>Click the Save button.</p> <p>Save</p> |
| 22. | <p>Click the Worksheet Action link.</p> <p>Worksheet Action</p> |




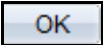
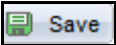
| Step | Action |
|------|--|
| 23. | <p>The Worksheet Action page displays.</p> <p>Click the Action list.</p> <div> <div>Do Not Post</div> </div> |



Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 24. | Click the Batch Standard list item.  |
| 25. | Click the OK button.  |
| 26. | Click the Save button.  |
| 27. | To accurately reflect the "refund" posted to the customer's account, run the ARUPDATE process. |
| 28. | You have successfully completed the <i>Creating a Refund Worksheet</i> topic. You have learned to: - create a refund request End of Procedure. |

5.11 Verifying Customer's Account




After the item (invoice) is marked for a refund, this is reflected on the customer's account. You should see the refund amount "cancel out" the item amount when viewing the item on the customer's account.




After completing this topic, you will learn how to:

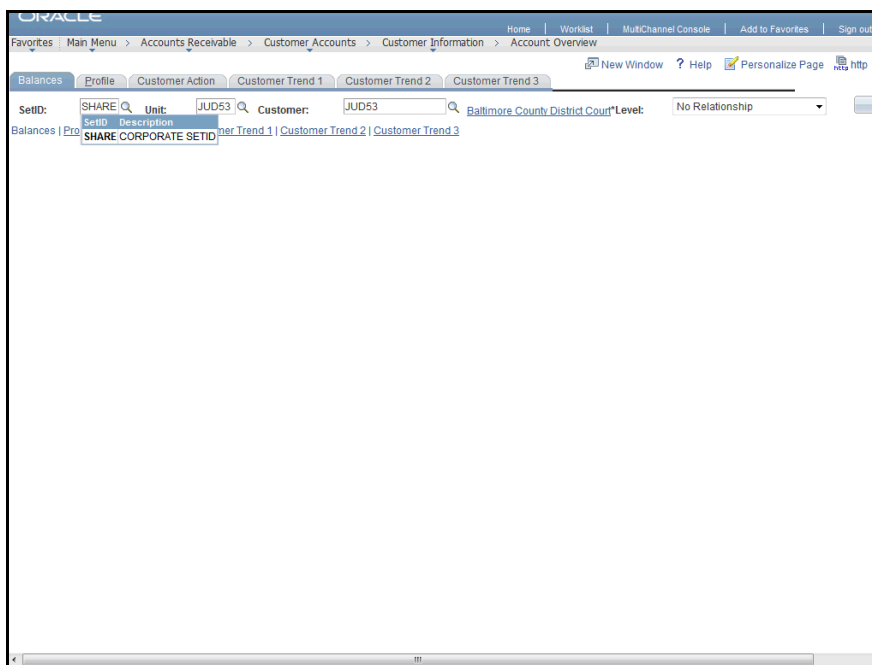
- Verify the refund in the customer's account


Procedure

In this topic, you will use the **Account Overview** pages in GEARS to verify that a refund has reflected in a customer's account.

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Account Overview page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Accounts Receivable menu.  |

| Step | Action |
|------|---|
| 4. | Click the Customer Accounts menu.  Customer Accounts |
| 5. | Click the Customer Information menu.  Customer Information |
| 6. | Click the Account Overview menu.  Account Overview |



| Step | Action |
|------|---|
| 7. | The Account Overview - Balance page displays. Enter the desired information into the Unit field. Enter " JUD53 ". |
| 8. | Click the Look up Customer (Alt+5) button.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



Oracle AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Search Results

View 100

| Customer ID | Short Name | Name 1 | Name 2 | Alternate Customer Name 1 | Status | Credit Analyst | Collector | Remit From Customer | Shi Cu |
|-------------|------------|--------------------------------|---------|---------------------------|--------|----------------|-----------|---------------------|--------|
| 1000000001 | AnnArundOM | Anne Arundel Office Management | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000001 | Y |
| 1000000002 | test333 | test customer 333 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000002 | N |
| 1000000003 | OTC222Tst1 | OTC222 TestCust1 DR | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000003 | Y |
| 1000000004 | OTC222Tst2 | OTC222 TestCust2 DR | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000004 | Y |
| 1000000005 | Michelle G | Michelle Guntler | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000005 | Y |
| 1000000006 | OTC232CUS1 | OTC232 TestCust1 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000006 | Y |
| 1000000007 | OTC232CUS2 | OTC232 CUST2 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000007 | Y |
| 1000000008 | DEFERRED P | DEFERRED PAYMENT CUSTOMER | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000008 | Y |
| 1000000009 | DEFER-TWO | DEFERRED TWO | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000009 | Y |
| 1000000010 | Local Cust | Local Customer- escrow 111 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000010 | N |
| 1000000011 | Escrow loc | Escrow local 222 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000011 | N |
| 1000000012 | Burt Revno | Burt Reynolds | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000012 | Y |
| 1000000013 | Escrow Cus | Escrow Customer 1 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000013 | N |
| 1000000014 | John Doe L | John Doe Local Cust | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000014 | N |
| 1000000015 | Corporate | Corporate Surety Customer 1 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000015 | Y |
| 1000000022 | NEW | Jane Doe | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000022 | N |
| 1000000023 | Midland | Local Revenue - Midland | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000023 | N |
| 1000000024 | Lonaconin | Local Revenue - Lonaconing | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000024 | N |
| 1000000025 | County | Local Revenue - County | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000025 | N |

javascript:doUpdateParent(document.win0, #ICRow17);

| Step | Action |
|------|---|
| 9. | <p>The Look Up Cust ID search page displays.</p> <p>Click the Local Revenue - Accounting link.</p> <p>Local Revenue - Lonaconing</p> |

Oracle AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court


Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

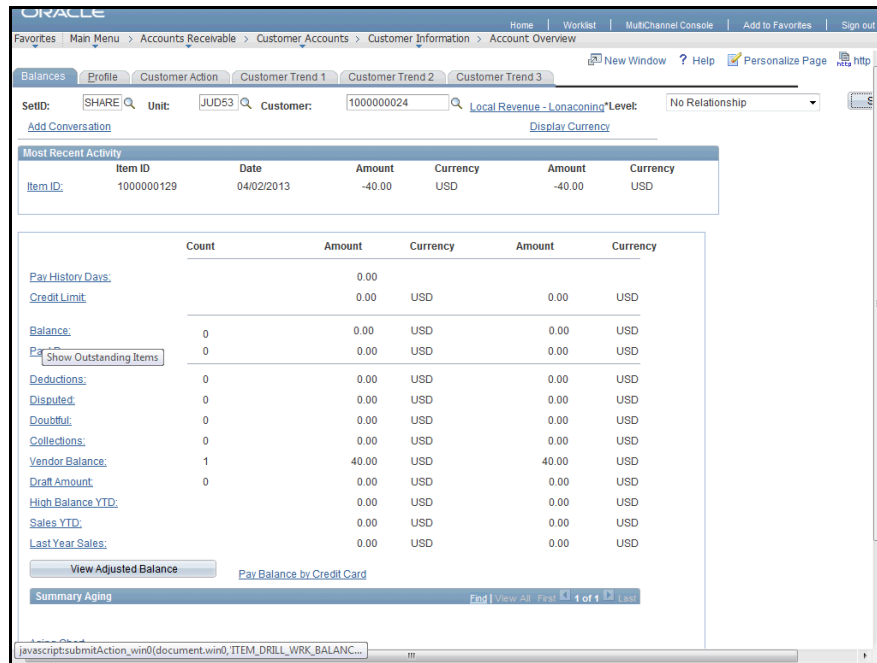
Search Results

View 100

| Customer ID | Short Name | Name 1 | Name 2 | Alternate Customer Name 1 | Status | Credit Analyst | Collector | Remit From Customer | Shi Cu |
|-------------|------------|--------------------------------|---------|---------------------------|--------|----------------|-----------|---------------------|--------|
| 1000000001 | AnnArundOM | Anne Arundel Office Management | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000001 | Y |
| 1000000002 | test333 | test customer 333 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000002 | N |
| 1000000003 | OTC222Tst1 | OTC222 TestCust1 DR | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000003 | Y |
| 1000000004 | OTC222Tst2 | OTC222 TestCust2 DR | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000004 | Y |
| 1000000005 | Michelle G | Michelle Guntler | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000005 | Y |
| 1000000006 | OTC232CUS1 | OTC232 TestCust1 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000006 | Y |
| 1000000007 | OTC232CUS2 | OTC232 CUST2 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000007 | Y |
| 1000000008 | DEFERRED P | DEFERRED PAYMENT CUSTOMER | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000008 | Y |
| 1000000009 | DEFER-TWO | DEFERRED TWO | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000009 | Y |
| 1000000010 | Local Cust | Local Customer- escrow 111 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000010 | N |
| 1000000011 | Escrow loc | Escrow local 222 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000011 | N |
| 1000000012 | Burt Revno | Burt Reynolds | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000012 | Y |
| 1000000013 | Escrow Cus | Escrow Customer 1 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000013 | N |
| 1000000014 | John Doe L | John Doe Local Cust | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000014 | N |
| 1000000015 | Corporate | Corporate Surety Customer 1 | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000015 | Y |
| 1000000022 | NEW | Jane Doe | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000022 | N |
| 1000000023 | Midland | Local Revenue - Midland | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000023 | N |
| 1000000024 | Lonaconin | Local Revenue - Lonaconing | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000024 | N |
| 1000000025 | County | Local Revenue - County | (blank) | (blank) | Active | DEFAULT | DEFAULT | 1000000025 | N |

javascript:doUpdateParent(document.win0, #ICRow17);


| Step | Action |
|------|--|
| 10. | Click the Search button.  |



Oracle AR220 Customer Information page. Search results for Customer 1000000024. The page displays a table of recent activity and a summary aging table. The 'Balance' link is highlighted in the left sidebar.

| Item ID | Date | Amount | Currency | Amount | Currency |
|------------|------------|--------|----------|--------|----------|
| 1000000129 | 04/02/2013 | -40.00 | USD | -40.00 | USD |

| Count | Amount | Currency | Amount | Currency |
|-------|--------|----------|--------|----------|
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 1 | 40.00 | USD | 40.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |
| 0 | 0.00 | USD | 0.00 | USD |

| Step | Action |
|------|---|
| 11. | Click the Balance link.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Item List | Advanced Search

SetID: Unit: Customer: Local Revenue - Lonaconing Level:

*Status: [Advanced Search](#)

Add Conversation

Row Selection

Range:

Item Action

Select Action...

Search Result Totals

Debits:

Credits:

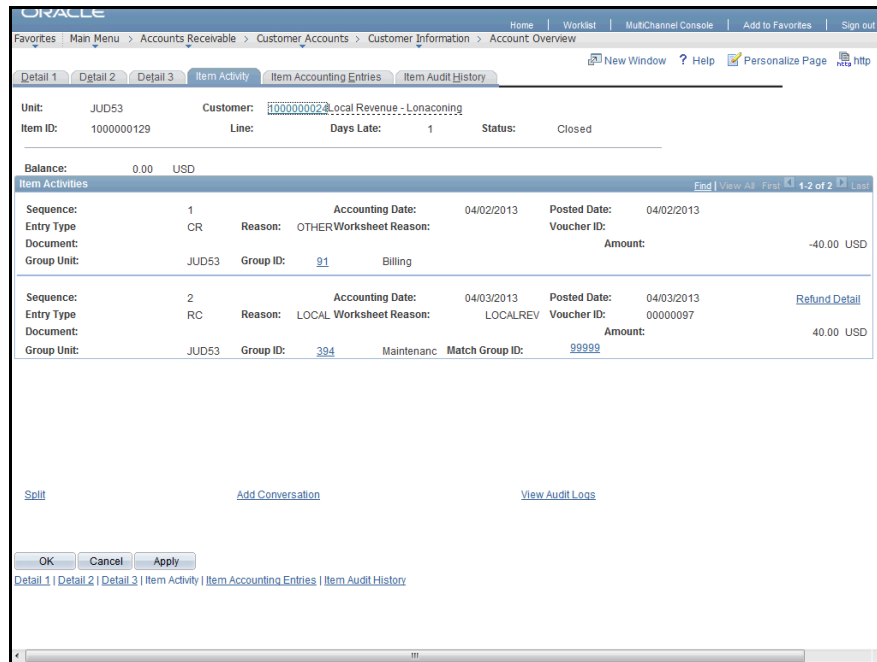
Total:

Selected:

Currency:

Item List | [Advanced Search](#)

| Step | Action |
|------|---|
| 12. | Click the Status list. <input type="text" value="Open"/> |
| 13. | Click the All list item. <input type="text" value="All"/> |
| 14. | Click the Search button. <input type="button" value="Search"/> |
| 15. | Click the 100000129 link. <input type="text" value="100000129"/> |
| 16. | The Account Overview - Detail 1 page displays. Click the Item Activity link. <input type="button" value="Item Activity"/> |



Oracle
 Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | Item Accounting Entries | Item Audit History

Unit: JUD53 Customer: 1000000002 Local Revenue - Lonaconing
 Item ID: 1000000129 Line: Days Late: 1 Status: Closed

Balance: 0.00 USD

Item Activities Page 1 View All Page 1 of 2 Last

| | | | | | |
|-------------|-------|------------------|-------------------------|--------------|------------|
| Sequence: | 1 | Accounting Date: | 04/02/2013 | Posted Date: | 04/02/2013 |
| Entry Type: | CR | Reason: | OTHER Worksheet Reason: | Voucher ID: | |
| Document: | | | | Amount: | -40.00 USD |
| Group Unit: | JUD53 | Group ID: | 91 | Billing | |

| | | | | | |
|-------------|-------|------------------|-------------------------|----------------------|--|
| Sequence: | 2 | Accounting Date: | 04/03/2013 | Posted Date: | 04/03/2013 |
| Entry Type: | RC | Reason: | LOCAL Worksheet Reason: | LOCALREV Voucher ID: | 00000097 Refund Detail |
| Document: | | | | Amount: | 40.00 USD |
| Group Unit: | JUD53 | Group ID: | 394 | Maintenanc | Match Group ID: 99999 |

[Split](#) [Add Conversation](#) [View Audit Logs](#)

OK Cancel Apply

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | Item Accounting Entries | Item Audit History


| Step | Action |
|------|---|
| 17. | The Item Activity page shows the credit invoice from Billing and the Accounts Receivable refund. |
| 18. | Click the OK button. <div>OK</div> |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



The screenshot shows the Oracle AR220 Item List page. At the top, there are navigation tabs: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below these are links for Favorites, Main Menu, Accounts Receivable, Customer Accounts, Customer Information, and Account Overview. The page has a search bar with fields for SetID (SHARE), Unit (JUD53), Customer (1000000024), and Local Revenue - Lonaconing Level (No Relationship). There is a 'Search' button and an 'Advanced Search' link. Below the search bar, there are tabs for 'Add Conversation' and 'Account Overview'. The 'Account Overview' tab is active, showing a table with columns: Seq Nbr, Select, Item, Line, Activities, Unit, Customer ID, Status, Terms, Entry Type, Entry Reason, Due, Days Late, Item Balance, and Cur. The table contains two rows of data. Below the table, there is a 'Search Result Totals' section with fields for Debits, Credits, Total, and Selected, each with a corresponding amount and currency (USD). At the bottom left, there is a 'Cancel' button.

| Step | Action |
|------|--|
| 19. | <p>The Item List page displays.</p> <p>Click the Cancel button.</p>  |
| 20. | <p>You have successfully completed the Verifying Customer's Account topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - verify the refund has reflected in the customer's account <p>End of Procedure.</p> |

5.12 Loading to Accounts Payable for Voucher Creation

After the items are marked as a refund, the Request Refund Item process takes the Accounts Receivable refunds and loads it into Accounts Payable so that vouchers can be created for disbursement.






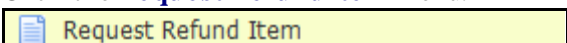
In this topic, you will use the **Request Refund Item** process in GEARS to load refund requests to Accounts Payable.

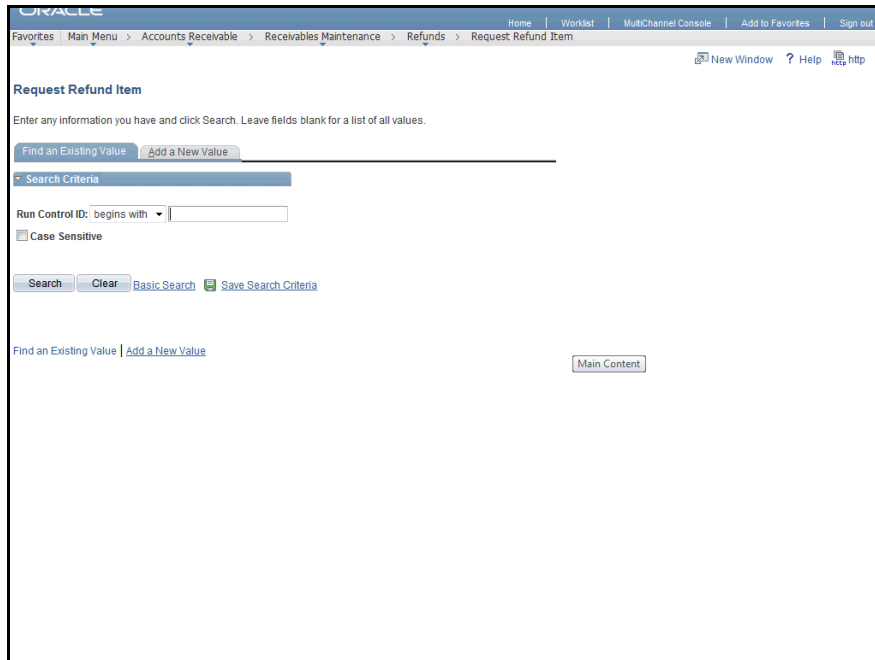
After completing this topic, you will learn how to:

- Run the Request Refund Item process

Procedure

In this topic, you will use the **Request Refund Item** pages in GEARS to match and post the original bill to the credit bill.

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Request Refund Item page. Click the Main Menu button.  |
| 2. | Click the Sort Menu button.  |
| 3. | Click the Accounts Receivable menu.  |
| 4. | Click the Receivables Maintenance menu.  |
| 5. | Click the Refunds menu.  |
| 6. | Click the Request Refund Item menu.  |



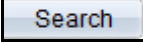

Training Guide

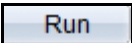
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

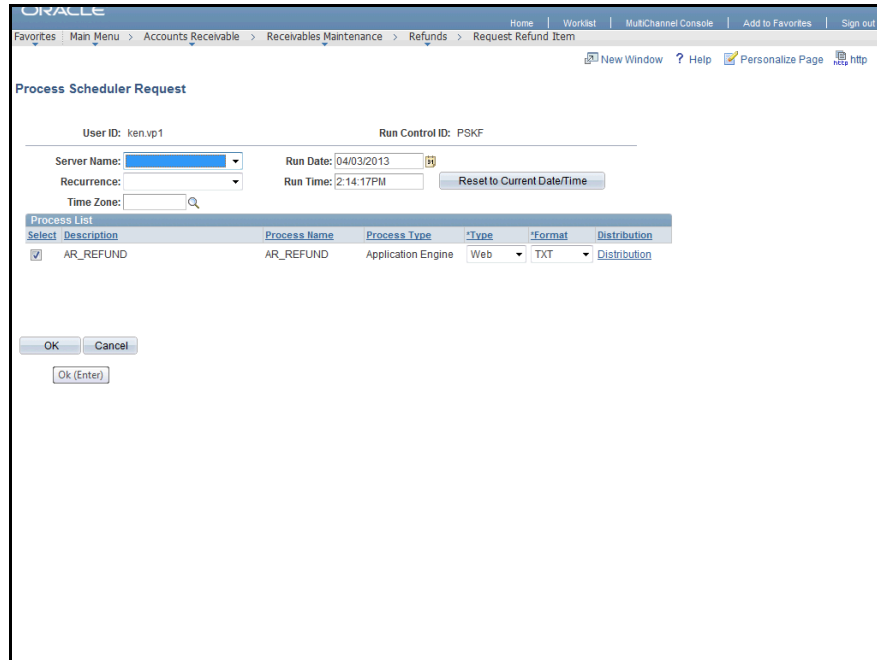


GEARS

General Enterprise And Resource Support

| Step | Action |
|------|--|
| 7. | The Request Refund Item search page displays. Click the Search button.  |
| 8. | Click the PSKF link.  |

| Step | Action |
|------|--|
| 9. | The Refunds page displays. Enter the desired information into the Unit field. Enter " jud53 ". |
| 10. | Click the Load Directly to AP option. |
| 11. | Click the Save button. |
| 12. | Click the Run button.  |



Oracle Process Scheduler Request

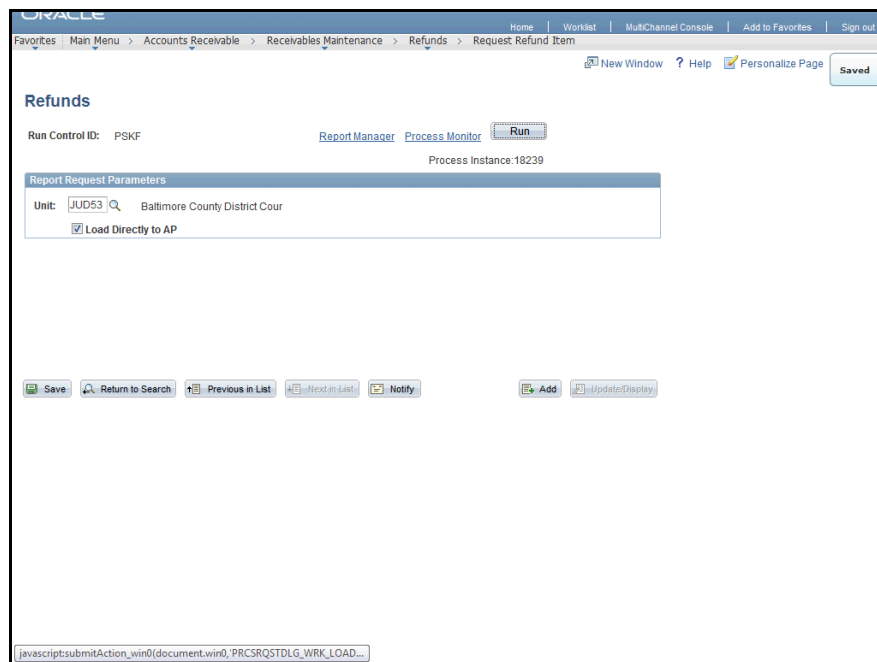
User ID: ken.vp1 Run Control ID: PSKF

Server Name: [dropdown] Run Date: 04/03/2013 [calendar icon]
 Recurrence: [dropdown] Run Time: 2:14:17PM [Reset to Current Date/Time]
 Time Zone: [dropdown]

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|-------------|--------------|--------------------|------|--------|--------------|
| <input checked="" type="checkbox"/> | AR_REFUND | AR_REFUND | Application Engine | Web | TEXT | Distribution |

OK Cancel
Ok (Enter)

| Step | Action |
|------|--|
| 13. | <p>The Process Scheduler Request page displays. Click the OK button.</p>  |



Oracle Refunds

Run Control ID: PSKF [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 18239

Report Request Parameters

Unit: JUD53 [dropdown] Baltimore County District Court
☒ Load Directly to AP

Save Return to Search Previous in List Next in List Notify Add Update/Display

javascript:submitAction_win0(document.win0,'PCSRQSTDLG_WRK_LOAD...')

Training Guide

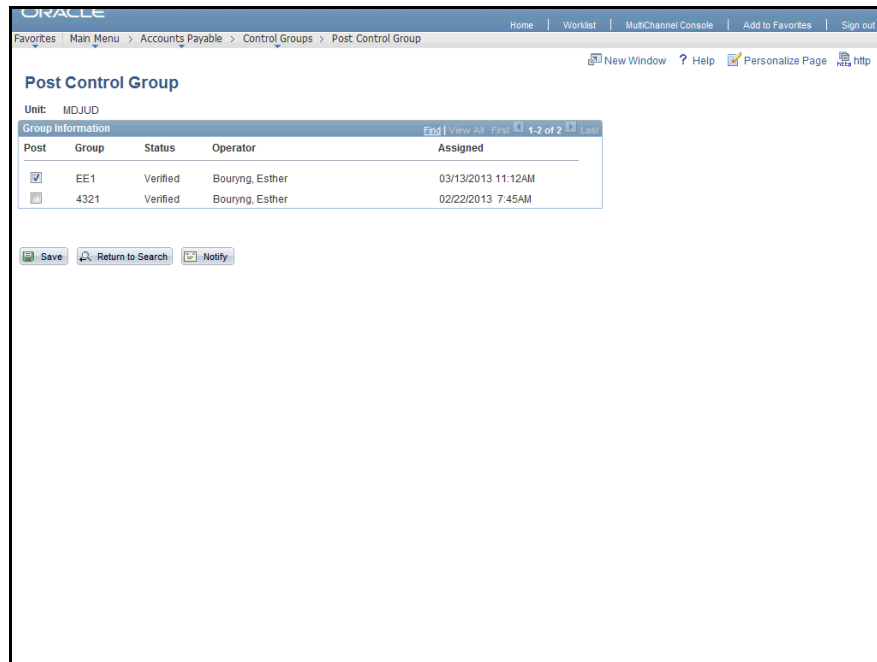
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 14. | <p>The Refunds page displays.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p> |

The screenshot shows the Oracle Process Monitor interface. At the top, there are navigation tabs: 'Process List' (selected) and 'Server List'. Below the tabs, there are search filters for 'User ID' (ken.vp1), 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance', 'to', 'Run Status', and 'Distribution Status'. A 'Refresh' button is visible. The main area displays a table of processes with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table lists various processes, including AR_REFUND, ARUPDATE, PSJOB, and AOC_MAIN, with their respective run dates and statuses. The 'Run Status' column shows 'Queued' for the first process and 'Success' for the others. The 'Distribution Status' column shows 'N/A' for the first process and 'Posted' for the others.

| Step | Action |
|------|---|
| 15. | <p>The Process List page displays.</p> <p>Click the Refresh button.</p> <p>Refresh</p> |
| 16. | <p>Confirm the Run Status is <i>Success</i> and the Distribution Status is <i>Posted</i>.</p> <p>Success Posted</p> |



Unit: MDJUD

| Post | Group | Status | Operator | Assigned |
|-------------------------------------|-------|----------|-----------------|--------------------|
| <input checked="" type="checkbox"/> | EE1 | Verified | Bouryng, Esther | 03/13/2013 11:12AM |
| <input type="checkbox"/> | 4321 | Verified | Bouryng, Esther | 02/22/2013 7:45AM |

Buttons: Save, Return to Search, Notify

| Step | Action |
|------|---|
| 17. | Run AR Update after the Request Refund Item (Load to AP) process so the items are properly updated in Accounts Receivable. |
| 18. | <p>You have successfully completed the <i>Loading to Accounts Payable for Voucher Creation</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - Run the Refund Request Item process <p>End of Procedure.</p> |

Lesson 6: Processing Revenue Refunds

Lesson Overview:

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make user of 99-99-9999 which will not be sent to GAD for new vendor approval.

Lesson Objectives:

After completing this lesson, you will be familiar with:

- Processing Revenue Refunds

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



6.1 Processing Revenue Refunds

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make use of 99-99-9999 which will not be sent to GAD for new vendor approval.

Workflow for local court voucher entry has already been defined and will be utilized with this process also. The court AP specialist will enter the voucher, which will then be routed to the court Supervisor for approval. Upon approval of the Court Supervisor the voucher will then be routed to DBF where they will review the information for final processing to GAD.







The attachment of the Court Approved Refund document is available via the Single Pay Invoice. The Invoice number will be the Case Number when one exists. In this topic, you will learn how to process a revenue refund.

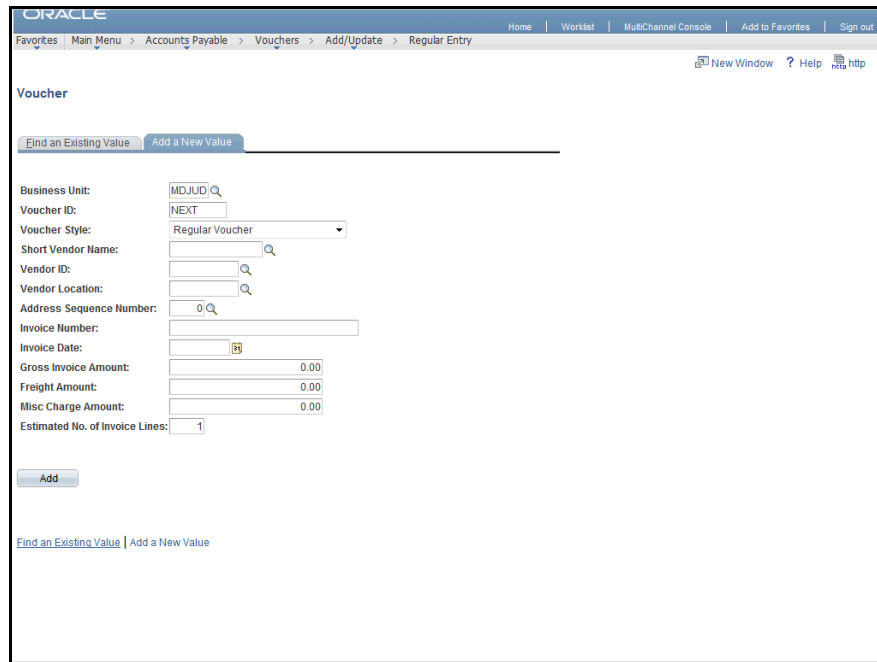
After completing this topic, you will be familiar with:

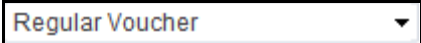
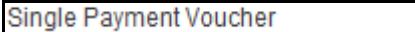

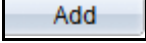
- Processing revenue refunds

Procedure

In this topic, you will learn how to process a revenue refund.

| Step | Action |
|------|--|
| 1. | Begin by navigating to the Voucher page. Click the Main Menu button.  |
| 2. | Click the Menu sort button.  |
| 3. | Click the Accounts Payable menu.  |
| 4. | Click the Vouchers menu.  |
| 5. | Click the Add/Update menu.  |
| 6. | Click the Regular Entry menu.  |





| Step | Action |
|------|--|
| 7. | The Voucher search page displays. Click the Voucher Style list.  |
| 8. | Click the Single Payment Voucher list item.  |
| 9. | Enter the Case Number or pertinent information into the Invoice Number field, which will be included on the checkstub from the Maryland Comptroller.  |
| 10. | Enter today's date into the Invoice Date field. |
| 11. | Enter the desired information into the Gross Invoice Amount field. Enter " 200 ". |
| 12. | Click the Add button.  |
| 13. | The Vendor Information - Single Payment Vendor tab displays. Enter the Vendor's name into the Name 1 field. Enter " John Doe ". |
| 14. | Enter the desired address into the Address 1 field. Enter " 789 Main Street ". Note: At least one address line must be entered. |
| 15. | Enter the desired city into the City field. Enter " Annapolis ". |
| 16. | Enter the desired state into the State field. Enter " MD ". |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|--|
| 17. | Enter the desired zip code into the Postal field. Enter " 21051 ". |
| 18. | Click the Invoice Information tab.  |

| Step | Action |
|------|--|
| 19. | The Invoice Information tab displays. Click the Look up Item button.  |

Look Up Item

SetID: SHARE

Item ID: begins with

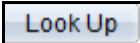


Category: begins with

Description: begins with

Search Results

Only the first 300 results can be displayed.

| Item ID | Category | Category ID | Description |
|-----------------|---------------|-------------|--------------------------------|
| 204-53COMP01 | OEC SUPPLIES | 00014 | Computer, Personal desktop |
| 5055 | FORM | 00001 | Hall of Record Box |
| 600-38COPY01 | MISCELLANEOUS | 00007 | Copier, Sharp, MX-M260, 26 ppm |
| 680-93DRUG09 | MISCELLANEOUS | 00007 | Drug Testing, Urinalysis, inst |
| 810-38CLEAN01 | HOUSEHOLD | 00012 | Janitorial/Custodial/Maid, Cts |
| 915-75CELL01 | MISCELLANEOUS | 00007 | Telecom, Cellular Devices, Mon |
| 917-00LEASE01 | MISCELLANEOUS | 00007 | REAL PROPERTY RENTAL OR LEASE |
| 918-00CONSULT01 | MISCELLANEOUS | 00007 | CONSULTING SERVICES |
| 918-00GRANT01 | MISCELLANEOUS | 00007 | Misc. Services (Grant ONLY) |
| 931-15CATER01 | HOUSEHOLD | 00012 | Concessions, Catering, Vending |
| 931-48LANG01 | MISCELLANEOUS | 00007 | Translation, Language Translat |
| 931UTIL01 | MISCELLANEOUS | 00007 | Utility Services, Electric, Ga |
| 985-28WATER01 | OEC SUPPLIES | 00014 | Coolers, Drinking Water, Renta |
| 990-99CONVERT01 | CONVERSION | 00018 | (Converted Item) Line Comments |
| ADR001 | FORM | 00001 | Alternative Dispute Resolution |
| ADR003 | FORM | 00001 | Agreement to Participate in A |
| ADR004 | FORM | 00001 | Settlement Agreement |
| CC-1 | MAIL EQUIP | 00010 | Mail Inserting/Folding/Sealing |
| CC-2 | HVAC | 00011 | HVAC Equipment, Parts and Acce |
| CC-3 | HOUSEHOLD | 00012 | Coffeemakers |
| CCDCR019 | FORM | 00001 | Order for Fingerprinting/Rehir |
| CCDCR020 | FORM | 00001 | Search Warrant or Detainee |

| Step | Action |
|------|--|
| 20. | <p>The Look Up Item window displays.</p> <p>You may need to select the Contains list item in the Item ID search list to get the full list of items available.</p> <p>Enter the desired information into the Item ID field. Enter "refund".</p> |
| 21. | <p>Click the Look Up button.</p>  |
| 22. | <p>Click the REFUND-000 link.</p>  |
| 23. | Enter the desired information into the UOM field. Enter " ea ". |
| 24. | Enter the desired information into the Unit Price field. Enter " 200 ". |
| 25. | Enter the desired information into the Quantity field. Enter " 1 ". |
| 26. | <p>Click the Look up Ship To button.</p>  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



GEARS

General Enterprise And Resource Support

Look Up Ship To

SetID: SHARE

Ship To Location: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results


View 100 First 1-62 of 62 Last

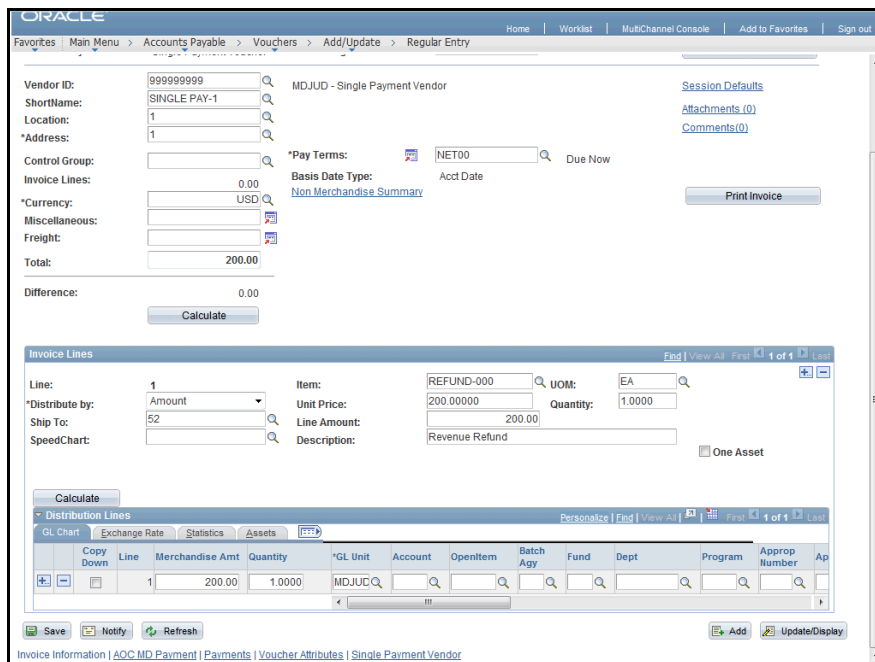
| Ship To Location | Description |
|------------------|---------------------------------|
| 02 | CIRCUIT COURT/ANNE ARUNDEL |
| 03 | CIRCUIT COURT/BALTIMORE COUNTY |
| 04 | CIRCUIT COURT/CALVERT COUNTY |
| 05 | CIRCUIT COURT/CAROLINE COUNTY |
| 06 | CIRCUIT COURT/CARROLL COUNTY |
| 07 | CIRCUIT COURT/CECIL COUNTY |
| 08 | CIRCUIT COURT/CHARLES COUNTY |
| 09 | CIRCUIT COURT/DORCHESTER COUNTY |
| 1 | CIRCUIT CT/ALLEGANY COUNTY |
| 10 | CIRCUIT CT/FREDERICK COUNTY |
| 11 | CIRCUIT CT/GARRETT COUNTY |
| 12 | CIRCUIT CT/HARFORD COUNTY |
| 13 | CIRCUIT CT/HOWARD COUNTY |
| 14 | CIRCUIT CT/KENT COUNTY |
| 15 | CIRCUIT CT/MONTGOMERY COUNTY |
| 16 | CIRCUIT CT/PRINCE GEORGE COUNTY |
| 17 | CIRCUIT COURT/QUEEN ANNES CTY |
| 18 | CIRCUIT COURT/ST. MARY'S CNTY |
| 19 | CIRCUIT COURT/SOMERSET COUNTY |
| 20 | CIRCUIT COURT/TALBOT COUNTY |
| 21 | CIRCUIT COURT/WASHINGTON CNTY |
| 22 | CIRCUIT COURT/WICOMICO COUNTY |
| 23 | CIRCUIT COURT/WORCESTER COUNTY |
| 24 | CIRCUIT COURT/BALTIMORE CITY |
| 47 | DISTRICT COURT OF MD/HOWELL |


| Step | Action |
|------|---|
| 27. | The Look Up Ship To window displays. Scroll downward if needed. |

Look Up Ship To (Alt+S)

| | |
|-----|---------------------------------|
| 1 | CIRCUIT CT/ALLEGANY COUNTY |
| 10 | CIRCUIT CT/FREDERICK COUNTY |
| 11 | CIRCUIT CT/GARRETT COUNTY |
| 12 | CIRCUIT CT/HARFORD COUNTY |
| 13 | CIRCUIT CT/HOWARD COUNTY |
| 14 | CIRCUIT CT/KENT COUNTY |
| 15 | CIRCUIT CT/MONTGOMERY COUNTY |
| 16 | CIRCUIT CT/PRINCE GEORGE COUNTY |
| 17 | CIRCUIT COURT/QUEEN ANNES CTY |
| 18 | CIRCUIT COURT/ST. MARY'S CNTY |
| 19 | CIRCUIT COURT/SOMERSET COUNTY |
| 20 | CIRCUIT COURT/TALBOT COUNTY |
| 21 | CIRCUIT COURT/WASHINGTON CNTY |
| 22 | CIRCUIT COURT/WICOMICO COUNTY |
| 23 | CIRCUIT COURT/WORCESTER COUNTY |
| 24 | CIRCUIT COURT/BALTIMORE CITY |
| 47 | DISTRICT COURT OF MD/HOWELL |
| 47G | DISTRICT COURT OF MD/COMMISS |
| 51 | DISTRICT COURT/ALLEGANY CNTY |
| 52 | DISTRICT COURT/ANNE ARUNDEL |
| 53 | DISTRICT COURT/BALTIMORE CNTY |
| 54 | DISTRICT COURT/CALVERT COUNTY |
| 55 | DISTRICT COURT/CAROLINE COUNTY |
| 56 | DISTRICT COURT/CARROLL COUNTY |
| 57 | DISTRICT COURT/CECIL COUNTY |
| 58 | DISTRICT COURT/CHARLES COUNTY |
| 59 | DISTRICT COURT/DORCHESTER CNTY |
| 60 | DISTRICT COURT/FREDRICK CNTY |
| 61 | DISTRICT COURT/GARRETT CNTY |
| 62 | DISTRICT COURT/HARFORD COUNTY |
| 63 | DISTRICT COURT/HOWARD COUNTY |
| 64 | DISTRICT COURT/KENT COUNTY |
| 65 | DISTRICT COURT/MONTGOMERY CNTY |
| 66 | DISTRICT COURT/PRINCE GEORGES |
| 67 | DISTRICT COURT/QUEEN ANNES |
| 68 | DISTRICT COURT/ST MARY'S CNTY |
| 69 | DISTRICT COURT/SOMERSET COUNTY |
| 70 | DISTRICT COURT/TALBOT COUNTY |
| 71 | DISTRICT COURT/WASHINGTON CNTY |
| 72 | DISTRICT COURT/WICOMICO CNTY |
| 73 | DISTRICT COURT/WORCESTER CNTY |
| 74 | DISTRICT COURT/BALTIMORE CITY |
| 89 | DC Warehouse |
| WF1 | Working Fund |

| Step | Action |
|------|--|
| 28. | Click the 52 link, or your court location number.  |
| 29. | <p>The SpeedChart field with a PCA may be available for each court location (this will negate the need to enter the distribution line information).</p> <p>Enter the SpeedChart information, if known. If one does not exist or is unknown, follow the remaining steps.</p> |
| 30. | Scroll down to reveal additional fields. |

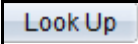




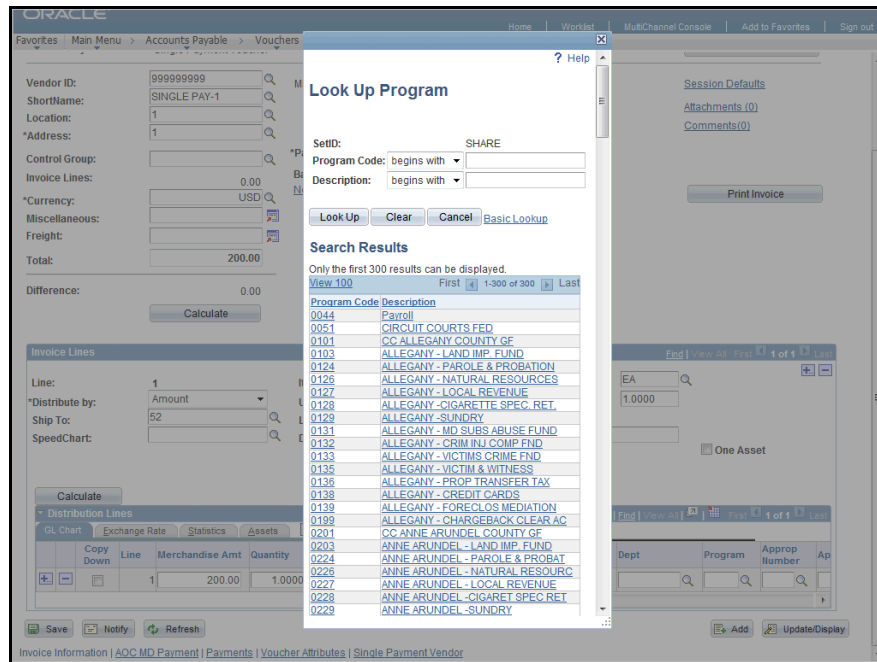
| Step | Action |
|------|---|
| 31. | Click the Look up Account button.  |

Training Guide

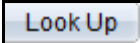



AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



| Step | Action |
|------|---|
| 32. | The Look Up Account window displays. Enter the desired information into the Account field. Enter " 54 ". |
| 33. | Click the Look Up button.  |
| 34. | Click the General Fund link.  |
| 35. | Enter the desired information into the Batch Agy field. Enter " C52 ". |
| 36. | Enter the desired information into the Fund field. Enter " 0001 ". |
| 37. | Click the Look up Program (Alt+5) button.  |



The screenshot shows the Oracle AR220 interface. A 'Look Up Program' window is open, displaying a list of program codes and descriptions. The 'Program Code' field is set to '52' and the 'Description' field is set to '5201'. The 'Look Up' button is highlighted. The background shows the 'Accounts Payable' window with various fields like Vendor ID, ShortName, Location, and Invoice Lines.

| Step | Action |
|------|---|
| 38. | The Look Up Program window displays. Enter the desired information into the Program Code field. Enter " 52 ". |
| 39. | Click the Look Up button.  |
| 40. | Click the 5201 link.  |
| 41. | Enter the desired information into the Approp Number field. Enter " A5200 ". |
| 42. | Scroll to the right to reveal additional fields.  |
| 43. | Enter the desired information into the Approp Yr field. Enter " AY2014 ". |
| 44. | Click the Look up PCA (Alt+5) button.  |

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Voucher

Vendor ID: 999999999
 ShortName: SINGLE PAY-1
 Location: 1
 *Address: 1
 Control Group:
 Invoice Lines: 0.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 200.00
 Difference: 0.00

Calculate

Invoice Lines

Line: 1
 *Distribute by: Amount
 Ship To: 52
 SpeedChart:

Calculate

Distribution Lines

| GL Chart | Exchange Rate | Statistics | Assets |
|-----------|---------------|-----------------|----------|
| Copy Down | Line | Merchandise Amt | Quantity |
| 1 | | 200.00 | 1.0 |

Save | Notify | Refresh

Invoice Information | <CC MD Payment | Payments | Voucher Attributes | Single Payment Vendor

Look Up PCA

SetID: SHARE
 Program Cost Account: begins with
 Description: begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

Only the first 300 results can be displayed.
 View 100 | First | 1-300 of 300 | Last

| Program Cost Account | Description |
|----------------------|--------------------------------|
| 00001 | COURT OF APPEALS |
| 00002 | COURT OF SPECIAL APPEALS |
| 00003 | CIRCUIT COURT JUDGES |
| 00004 | DISTRICT COURT |
| 00005 | MD JUDICIAL CONF |
| 00006 | ADMIN OFFICE OF COURTS |
| 00007 | COURT RELATED AGENCIES |
| 00008 | STATE LAW LIBRARY |
| 00009 | JUDICIAL DATA PROCESSING |
| 00011 | FAMILY LAW AND SERVICES DIVIS |
| 00039 | HELICOPTER FUND JIS |
| 00044 | DC DRUG COURT GRANT GEN FUNDS |
| 00054 | DISTRICT COURT - FEDERAL FUNDS |
| 00097 | GENERAL FUND RESERVE |
| 00099 | JUDICIARY CLEARING ACCOUNT |
| 00110 | CIRCUIT COURTS GEN |
| 00303 | LAW CLERKS |
| 00304 | DC SPECIAL FUNDS |
| 00306 | ADMIN OFFICE OF COURTS |
| 00308 | STATE LAW LIBRARY |
| 00309 | LAND RECORD IMPROVEMENT |
| 00311 | CC MASTER CSEU |
| 00315 | CC MASTER CSEU FED FUNDS |
| 00331 | CIRCUIT COURT MASTERS |

Session Defaults
 Attachments (0)
 Comments (0)

Print Invoice

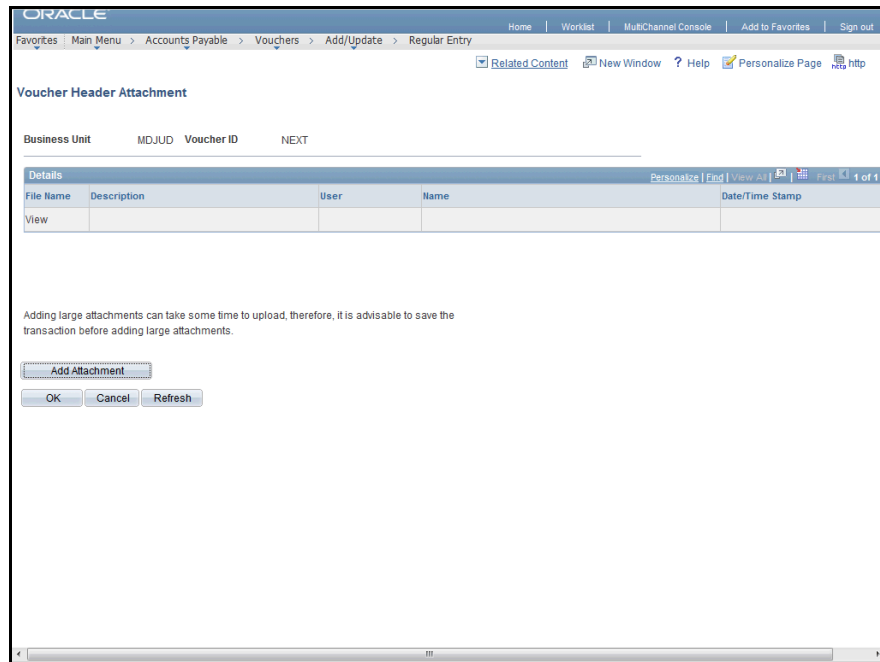
Eng View | View | Print | 1 of 1 | Last


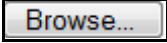
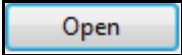
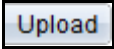
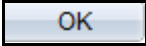
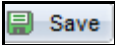
One Asset

Activity | Sour

Add | Update/Display

| Step | Action |
|------|--|
| 45. | <p>The Look Up PCA window displays.</p> <p>Click the DISTRICT COURT link.</p> <p><u>DISTRICT COURT</u></p> |
| 46. | <p>Click the Attachments (0) link.</p> <p><u>Attachments (0)</u></p> |



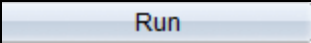


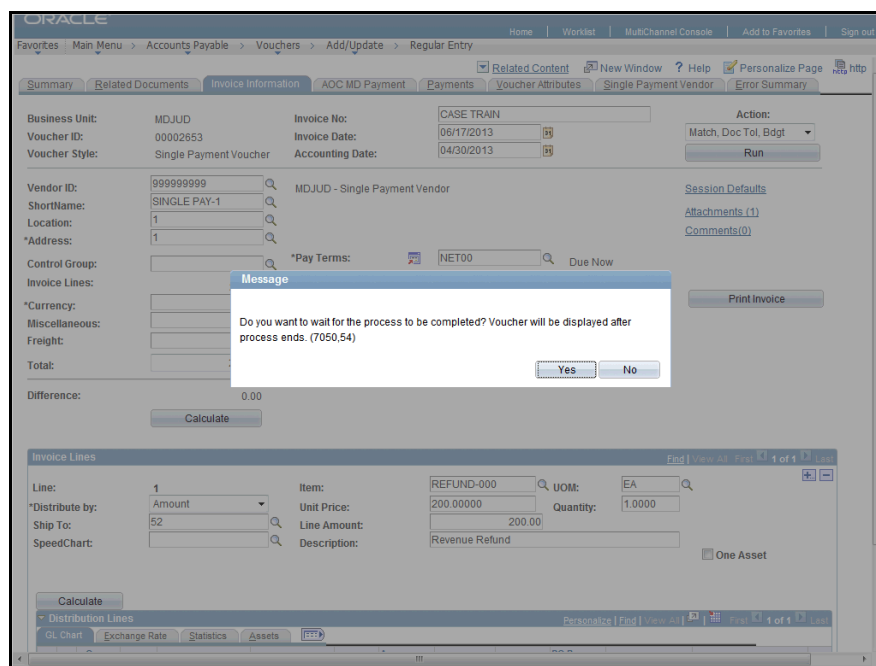
| Step | Action |
|------|--|
| 47. | <p>The Voucher Header Attachment page displays.</p> <p>Click the Add Attachment button.</p>  |
| 48. | <p>Click the Browse... button.</p>  |
| 49. | <p>Once you find the appropriate document, select it and click the Open button.</p> <p>Note: This is where the court-approved document should be attached for DBF review.</p>  |
| 50. | <p>Click the Upload button.</p>  |
| 51. | <p>Enter the desired information into the Description field. Enter "Document for review".</p> |
| 52. | <p>Click the OK button.</p>  |
| 53. | <p>Click the Save button.</p>  |

Training Guide

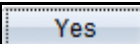
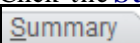
AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court

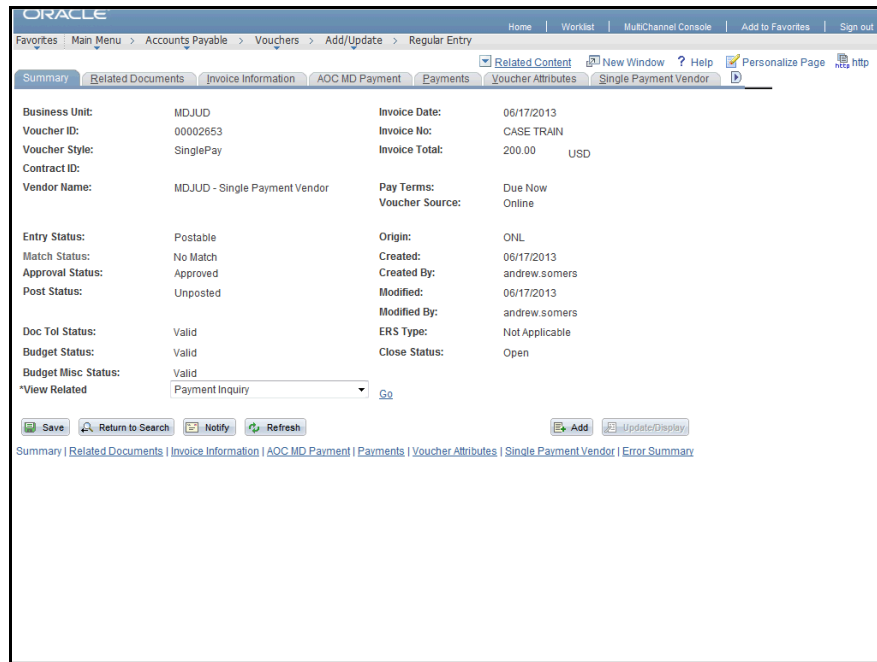


| Step | Action |
|------|--|
| 54. | Click the Action list.  |
| 55. | Click the Budget Checking list item.  |
| 56. | Click the Run button.  |



The screenshot shows the Oracle AR220 interface. The 'Run' button is visible in the top right corner. A message box is displayed in the center, asking: "Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050.54)". The message box has 'Yes' and 'No' buttons. The background interface shows various fields for Business Unit, Invoice No., Invoice Date, Accounting Date, Vendor ID, and Invoice Lines.

| Step | Action |
|------|--|
| 57. | Click the Yes button.  |
| 58. | Click the Summary tab.  |



The screenshot shows the Oracle AR220 Summary page. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main content area displays various fields organized into two columns. The left column includes Business Unit (MDJUD), Voucher ID (00002653), Voucher Style (SinglePay), Contract ID, Vendor Name (MDJUD - Single Payment Vendor), Entry Status (Postable), Match Status (No Match), Approval Status (Approved), Post Status (Unposted), Doc Tot Status (Valid), Budget Status (Valid), and Budget Misc Status (Valid). The right column includes Invoice Date (06/17/2013), Invoice No (CASE TRAIN), Invoice Total (200.00 USD), Pay Terms (Due Now), Voucher Source (Online), Origin (ONL), Created (06/17/2013), Created By (andrew.somers), Modified (06/17/2013), Modified By (andrew.somers), ERS Type (Not Applicable), and Close Status (Open). At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the very bottom shows the path: Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary.

| Step | Action |
|------|--|
| 59. | <p>The Summary tab displays.</p> <p>Review the Summary Page:</p> <p>Once the payment has been processed for budget checking, due to workflow which is setup for Accounts Payable, your Approval Status should be 'Pending.' This will now be routed through Workflow to the court supervisor for approval.</p> |
| 60. | <p>You have successfully completed the <i>Processing Revenue Refunds</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - process and review your revenue refunds <p>End of Procedure.</p> |

Course Summary



Congratulations!

You have successfully completed the *AR220 Managing Customer Billing, Receivables and Customer Payments - Circuit Courts* course. In this course, you have learned how to:

- Process cash register transactions from the BUS Interface

Training Guide

AR220 - Managing Customer Billing, Receivables and Customer Payments - Circuit Court



- Process bad checks
- Process local revenue disbursements
- Process revenue refunds

We hope that you found this class informative, interactive, and fun. Check out other GEARs training courses, available on the GEARs website at <http://mdcourts.gov/gears/> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gearstraining@mdcourts.gov (<mailto:gears@mdcourts.gov>).